



**Mary Taylor, CPA**  
Auditor of State



HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY

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Mary Taylor, CPA  
Auditor of State

Historical Parks Commission  
Fairfield County  
407 East Main Street  
Lancaster, Ohio 43130

To the Board of Park Commissioners:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Commission to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

*Mary Taylor*

**Mary Taylor, CPA**  
Auditor of State

August 12, 2010

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# Mary Taylor, CPA

## Auditor of State

### INDEPENDENT ACCOUNTANTS' REPORT

Historical Parks Commission  
Fairfield County  
407 East Main Street  
Lancaster, Ohio 43130

To the Board of Park Commissioners:

We have audited the accompanying financial statements of Historical Parks Commission, Fairfield County, (the Commission) as of and for the years ended December 31, 2009 and 2008. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in paragraph six, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Commission has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Commission's larger (i.e. major) funds separately. While the Commission does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require Commissions to reformat their statements. The Commission has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2009 and 2008 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Commission as of December 31, 2009 and 2008, or its changes in financial position for the years then ended.

We were unable to obtain sufficient evidence to support the completeness of gift and donation receipts in the General Fund (\$2,955 or 1% of receipts), Special Revenue Funds (\$1,836 or 100% of receipts), and Capital Projects Funds (\$23,175 or 19% of receipts) for the year ended December 31, 2009, and in the General Fund (\$15,215 or 10% of receipts), Special Revenue Funds (\$1,966 or 16% of receipts), and Capital Projects Funds (\$29,536 or 6% of receipts) for the year ended December 31, 2008.

Also, in our opinion, except for the affects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding gift and donation receipts in the General, Special Revenue, and Capital Projects Funds for the years ended December 31, 2009 and 2008, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Historical Parks Commission, Fairfield County, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

As described in Note 10, for the year ended December 31, 2008, the Commission changed its financial presentation comparable to the requirements of Governmental Accounting Standard No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments* to the accounting practices the Auditor of State prescribes or permits.

The Commission has not presented Management’s Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 12, 2010, on our consideration of the Commission’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



**Mary Taylor, CPA**  
Auditor of State

August 12, 2010

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>All Fund Types</u>			<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Intergovernmental	\$ 49,670	\$ -	\$ 90,019	\$ 139,689
County Contributions	140,000	-	-	140,000
Recreation Fees, Permits and Fines	8,670	-	-	8,670
Gifts and Donations	2,955	1,836	32,275	37,066
Rent	13,088	-	-	13,088
Miscellaneous	188	-	-	188
	<u>214,571</u>	<u>1,836</u>	<u>122,294</u>	<u>338,701</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current Disbursements:				
Conservation/Recreation:				
Salaries	30,000	-	-	30,000
Fringe Benefits	17,264	-	-	17,264
Materials and Supplies	11,503	-	1,569	13,072
Contractual Services	73,793	-	181,718	255,511
Capital Outlay	-	-	-	-
	<u>132,560</u>	<u>-</u>	<u>183,287</u>	<u>315,847</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	<u>82,011</u>	<u>1,836</u>	<u>(60,993)</u>	<u>22,854</u>
<b>Other Financing (Disbursements):</b>				
Transfers-In		-	77,800	77,800
Transfers-Out	(77,800)	-	-	(77,800)
	<u>(77,800)</u>	<u>-</u>	<u>77,800</u>	<u>-</u>
<b>Total Other Financing (Disbursements)</b>				
Excess of Cash Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	4,211	1,836	16,807	22,854
Fund Cash Balances, January 1	<u>66,778</u>	<u>13,571</u>	<u>2,883</u>	<u>83,232</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$ 70,989</b></u>	<u><b>\$ 15,407</b></u>	<u><b>\$ 19,690</b></u>	<u><b>\$ 106,086</b></u>
Reserve for Encumbrances, December 31	<u><b>\$ 34,291</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 1,988</b></u>	<u><b>\$ 36,279</b></u>

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

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>All Fund Types</u>			<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Intergovernmental	\$ 64,791	\$ 10,000	\$ 451,339	\$ 526,130
County Contributions	65,000	-	-	65,000
Recreation Fees and Fines	835	-	-	835
Gifts and Donations	15,215	1,966	29,536	46,717
Rent	12,505	-	-	12,505
Miscellaneous	406	-	-	406
	<u>158,752</u>	<u>11,966</u>	<u>480,875</u>	<u>651,593</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current Disbursements:				
Conservation/Recreation:				
Salaries	30,000	-	-	30,000
Fringe Benefits	15,657	-	-	15,657
Materials and Supplies	31,690	-	-	31,690
Contractual Services	73,662	22,962	72,959	169,583
Capital Outlay	-	-	396,000	396,000
	<u>151,009</u>	<u>22,962</u>	<u>468,959</u>	<u>642,930</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	<u>7,743</u>	<u>(10,996)</u>	<u>11,916</u>	<u>8,663</u>
<b>Other Financing (Disbursements):</b>				
Repayment Commissioners Loan	-	-	(54,000)	(54,000)
	<u>-</u>	<u>-</u>	<u>(54,000)</u>	<u>(54,000)</u>
<b>Total Other Financing (Disbursements)</b>				
Excess of Cash Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	7,743	(10,996)	(42,084)	(45,337)
Fund Cash Balances, January 1 (restated - see Note 2)	<u>59,035</u>	<u>24,567</u>	<u>44,967</u>	<u>128,569</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$ 66,778</b></u>	<u><b>\$ 13,571</b></u>	<u><b>\$ 2,883</b></u>	<u><b>\$ 83,232</b></u>
Reserve for Encumbrances, December 31	<u>\$ 11,858</u>	<u>\$ -</u>	<u>\$ 487</u>	<u>\$ 12,345</u>

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

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008**

**1. Summary of Significant Accounting Policies**

**A. Description of the Entity**

Created in 1981 under the Chapter 1545 of the Ohio Revised Code, the constitution and laws of the State of Ohio establish the rights and privileges of the Historical Parks Commission, Fairfield County, (the Commission) as a body corporate and politic. The probate judge of Fairfield County appoints a three-member Board of Commissioners (the Board) to govern the Commission. The Board is authorized to acquire, develop, protect, maintain, and improve park lands and facilities. The Board may convert acquired land into forest reserves. The Commissioners are also responsible for activities related to conserving 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 these assets conducive to the general welfare. The Board exercises total control over the operation of the Commission, including budgeting, appropriation, and contracting. The Board appoints the Director/Secretary to operate the Commission. The Fairfield County Auditor is the Fiscal Agent for the Commission.

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

**B. Accounting Basis**

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Commission recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

**C. Deposit and Investments**

As the Ohio Revised Code permits, the Fairfield County Treasurer holds the Commission's deposits as the Commission's custodian. The County holds the Commission's assets in its investment pool, valued at the Treasurer's reported carrying amount.

**D. Fund Accounting**

The Commission uses fund accounting to segregate cash that is restricted as to use. The Commission classifies its funds into the following types:

**1. General Fund**

The General Fund reports all financial resources except those required to be accounted for in another fund.

**2. Special Revenue Funds**

These funds account for proceeds from specific sources (other than from private-purpose trusts or for capital projects) that are restricted to expenditure for specific purposes.

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008  
(Continued)**

**1. Summary of Significant Accounting Policies (Continued)**

**D. Fund Accounting (Continued)**

**2. Special Revenue Funds (Continued)**

The Commission had the following significant Special Revenue Fund:

Fetter/Hood Barn Fund: This fund receives donations for the purposes of renovating historical barns.

**3. Capital Project Funds**

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Commission had the following significant capital project funds:

Clear Creek Fund: This fund receives grant monies for the Commission's corridor project.

Rock Mill Restoration Fund: This fund receives state grants for the purpose of restoring the grist mill.

**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, object level of control, and appropriations may not exceed estimated resources. The Commission 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 Commission to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be re-appropriated.

A summary of 2009 and 2008 budgetary activity appears in Note 3.

**F. Property, Plant, and Equipment**

The Commission records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008  
(Continued)**

**1. Summary of Significant Accounting Policies (Continued)**

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, the Commission's employee is entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

**2. Changes in Fund Structure and Restatement of Special Revenue and Capital Projects Beginning Cash Balances**

For fiscal year 2008, beginning cash balances were restated from \$69,534 to \$24,567 and from \$0 to \$44,967 in the Special Revenue and Capital Projects fund, respectively. This restatement is the result of existing resources and capital grants used for the major renovation of a grist mill.

**3. Budgetary Activity**

Budgetary activity for the years ending December 31, 2009 and December 31, 2008 follows:

2009 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 191,610	\$ 214,571	\$ 22,961
Special Revenue	-	1,836	1,836
Capital Projects	187,027	200,094	13,067
Total	\$ 378,637	\$ 416,501	\$ 37,864

2009 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 276,097	\$ 244,651	\$ 31,446
Capital Projects	188,084	185,275	2,809
Total	\$ 464,181	\$ 429,926	\$ 34,255

2008 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 141,614	\$ 158,752	\$ (17,138)
Special Revenue	-	11,966	(11,966)
Capital Projects	481,406	480,875	531
Total	\$ 623,020	\$ 651,593	\$ (28,573)

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008  
(Continued)**

**3. Budgetary Activity (Continued)**

2008 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 188,701	\$ 162,867	\$ 25,834
Special Revenue	22,962	22,962	-
Capital Projects	524,373	523,446	927
Total	\$ 736,036	\$ 709,275	\$ 26,761

**4. Debt**

The Fairfield County Commissioners made an interest-free loan to the Commission totaling \$71,130 in 1996. These monies were used to fund the construction of the Cross Mound Park footbridge and the maintenance of county parks. The loan is to be repaid with Commission resources when such resources become available. On June 17, 2008, the Fairfield County Commissioners forgave the interest-free loan of \$71,130.

On December 6, 2007, the Fairfield County Commissioners made an interest-free loan to the Commission totaling \$54,000. These monies are to be used to help fund the costs for the acquisition of land and other costs for the Clear Creek Riparian Corridor project. The loan was repaid on September 8, 2008 with funds awarded by the Ohio Department of Natural Resources (ODNR) Clean Ohio program.

**5. Retirement Systems**

The Commission's employee belongs to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2009 and 2008, OPERS members contributed 10 percent of their gross salaries and the Commission contributed an amount equaling 14 percent of participants' gross salaries. The Commission paid 93 percent of all contributions required through December 31, 2009.

**6. Risk Management**

The Commission is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; employee injuries, and natural disaster. By contracting with the County Risk Sharing Authority (CORSAs) for liability, property, and crime insurance, the Commission has addressed these various types of risk.

The CORSAs program has a \$2,500 deductible. General liability insurance is maintained in the amount of \$1,000,000 for each occurrence, \$5,000,000 in excess liability, and no annual aggregate.

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008  
(Continued)**

**7. Public Entity Risk Pool**

**County Risk Sharing Authority, Inc. (CORSA)**

The County Risk Sharing Authority, Inc. (CORSA) is a shared risk pool among forty-one counties in Ohio. CORSA was formed as an Ohio non-profit corporation for the purpose of establishing the CORSA Insurance/Self-Insurance Program, a group primary and excess insurance/self-insurance and risk management program. Members agree to jointly participate in coverage of losses and pay all contributions necessary for the specified insurance coverage provided by CORSA. The coverage includes comprehensive general liability, automobile liability, certain property insurance, and public officials' errors and omissions liability insurance.

Each member has one vote on all matters requiring a vote, which will be cast by a designated representative. An elected board of not more than nine trustees manages the affairs of the Corporation. Only County Commissioners of member counties are eligible to serve on the board. No county may have more than one representative on the board at any time. Each member's control over the budgeting and financing of CORSA is limited to its voting authority and any representation it may have on the board of trustees. CORSA has issued certificates of participation in order to provide adequate cash reserves. The certificates are secured by the members' obligations to make coverage payments to CORSA. The participating members have no responsibility for the payment of the certificates. The Commission does not have an equity interest in CORSA.

**8. Contingent Liabilities**

Amounts grantor agencies pay to the Commission are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

**9. Related Organization**

**Fairfield County**

The Commission is a related organization of Fairfield County. The County has no ability to impose its will on the Commission, nor is a burden/benefit relationship in existence. The Commission is its own budgeting and taxing authority. The County Auditor serves as the fiscal agent for the Commission; therefore, the Commission's financial activity is reflected in a County Agency fund.

**10. Change in Basis of Accounting**

For the year ended December 31, 2008, the Commission changed its financial presentation comparable to the requirements of Governmental Accounting Standard No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* to the accounting practices the Auditor of State prescribes or permits. This change did not result in a restatement of the fund balances.

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# Mary Taylor, CPA

## Auditor of State

### INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Historical Parks Commission  
Fairfield County  
407 East Main Street  
Lancaster, Ohio 43130

To the Board of Park Commissioners:

We have audited the financial statements of Historical Parks Commission, Fairfield County, Ohio (the Commission) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated August 12, 2010, wherein we noted the Commission changed its financial presentation to the accounting practices the Auditor of State prescribes or permits rather than accounting principles generally accepted in the United States of America. We also qualified the opinion due to an inability to obtain evidence to support the completeness of the gift and donation receipts in the General, Special Revenue, and Capital Projects Funds (2009 and 2008). Except as discussed in the preceding sentence, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Commission's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings, we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and timely corrected. We consider findings 2009-001 and 2009-002 described in the accompanying schedule of findings to be material weaknesses.

### **Compliance and Other Matters**

As part of reasonably assuring whether the Commission's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note certain matters not requiring inclusion in this report that we reported to the Commission's management in a separate letter dated August 12, 2010.

We intend this report solely for the information and use of management and the Board of Park Commissioners. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

August 12, 2010

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2009 AND 2008**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

**FINDING NUMBER 2009-001**

**Material Weakness**

**Donation Receipts**

During FY 2008, records were not maintained by the Commission to adequately account for gift and donation receipts in the General Fund (\$15,215 or 10% of receipts), Special Revenue Funds (\$1,966 or 16% of receipts), and Capital Projects Funds (\$29,536 or 6% of receipts).

During 2009, records were not maintained by the Commission to adequately account for gift and donation receipts in the General Fund (\$2,955 or 1% of receipts), Special Revenue Funds (\$1,836 or 100% of receipts), and Capital Projects Funds (\$23,175 or 19% of receipts).

The lack of maintaining records resulted in the qualification of our opinion on the financial statements.

We recommend that records are maintained to adequately track cash donation receipts received by the Commission. Monitoring procedures should be developed for reviewing the records to ensure they are available, accurate, and complete. In addition, the Board of Park Commissioners should approve the donations in the minute record, indicating which fund they should be posted and the use of the donations based on the donors specification.

**FINDING NUMBER 2009-002**

**Material Weakness**

**Duplicate Receipts**

All cash collected by the Commission should be accompanied by a duplicate receipt. Pre-numbered duplicate receipts are not utilized by the Commission for all cash collections, including gift and donation receipts.

The lack of issuing receipts could result in cash collections being misplaced, unaccounted for, or misposted in the accounting records which could lead to inaccurate financial information or fraudulent activities. As noted above in finding 2009-001, this contributed to a qualification of our opinion on the financial statements over the gift and donation receipts in the governmental funds.

We recommend that procedures are developed to ensure serially numbered duplicate receipts are issued for all cash collections. We also recommend the Commission establish procedures for the comparison of these duplicate receipts to the accounting and subsequent financial statements.

We did not receive officials responses for the comments denoted above.

**HISTORICAL PARKS COMMISSION  
FAIRFIELD COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2009 AND 2008**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain</i></b>
2007-001	Donation receipts.	No	Repeated as Finding 2009-001.
2007-002	Issuing duplicate receipts.	No	Repeated as Finding 2009-002.
2007-003	Account for Metro Park Facility Program Funds.	Yes	



**Mary Taylor, CPA**  
Auditor of State

**HISTORICAL PARKS COMMISSION**

**FAIRFIELD 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 9, 2010**