



Mary Taylor, CPA  
Auditor of State





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### INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Springfield Conservancy District  
Clark County  
515 North Fountain Avenue  
Springfield, OH 45504

We have performed the procedures enumerated below, with which the Board of Directors and the management of Springfield Conservancy District (the District) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2009 and 2008, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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. We could not test the mathematical accuracy of the December 31, 2009 and December 31, 2008 bank reconciliations as no bank reconciliations were provided by the District.
2. We agreed the January 1, 2008 beginning balance recorded in the Annual Cash Report to the December 31, 2007 balance in the prior year audited statements. We found no exceptions.
3. We could not agree the totals per the bank reconciliations to the total of the December 31, 2009 and 2008 fund cash balance reported in the Annual Cash Report because no bank reconciliations were provided by the District.
4. We confirmed the December 31, 2009 bank account balance with the District's financial institution. We found no exceptions. The District did not prepare bank reconciliations so we were unable to agree the confirmed balances to bank reconciliations.
5. We selected five outstanding checks haphazardly from the December 31, 2009 list of outstanding checks:
  - a. We traced each check to the debit appearing in the subsequent January bank statement. We found no exceptions.
  - b. We traced the amounts and date written to the check register, to determine the checks were dated prior to December 31. We noted no exceptions.

**Cash (Continued)**

6. We tested investments held at December 31, 2009 and December 31, 2008 to determine that they:
  - a. Were of a type authorized by Ohio Rev. Code Sections 135.13, 135.14 or 135.144. We found no exceptions.
  - b. Mature within the prescribed time limits noted in Ohio Rev. Code Section 135.13 or 135.14. We noted no exceptions.

**Special Assessments and Other Confirmable Cash Receipts**

1. We agreed amounts paid from the City of Springfield (special assessments) for 2008 and 2009 and Walter S. Quinlan Foundation (donation) for 2009 to the District to unaltered supporting documentation. We found no exceptions.
  - a. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

**Debt**

We inquired of management, and scanned the Receipt/Disbursement Ledger for evidence of bonded or note debt issued during 2009 or 2008 or outstanding as of December 31, 2009 or 2008. We noted no new debt issuances nor any debt payment activity during 2009 or 2008.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for all employees from 2009 and one payroll check for all employees from 2008 from the Payroll Ledger and determined whether the following information in the fiscal officer files and minute record was consistent with the information used to compute gross and net pay related to this check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Departments 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 steps a. – f. above.

2. We tested the checks we selected in step 1, as follows:
  - a. We compared the salary amount used in computing gross pay to supporting documentation (legislatively approved salary). We found no exceptions.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
  - c. We determined whether the fund and account code to which the check was posted was reasonable based on the employees' duties as documented in the minute record. We also determined whether the payment was posted to the proper year. We found no exceptions.

**Payroll Cash Disbursements (Continued)**

3. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2009 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld during the final withholding period during 2009. We noted the following:

<u>Withholding</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Amount Withheld</u>	<u>Amount Paid</u>
Federal income taxes	January 31, 2010	December 22, 2009	\$1,802	\$1,802
State income taxes	January 15, 2010	December 22, 2009	\$300	\$300
Local income tax	January 30, 2010	December 22, 2009	\$140	\$140
OPERS retirement (with-holding plus employee share)	January 30, 2010	December 22, 2009	\$1,680	\$1,680

**Non-Payroll Cash Disbursements**

1. For the Budgetary Accounting Ledger, we footed checks recorded as General fund disbursements for the whitewater recreation project, and checks recorded as maintenance agreement in the General Fund for 2009. The Budgetary Accounting Ledger whitewater recreation project amount did not agree to the amount reported on the Annual Cash Report by \$115. No other exceptions were noted.
2. We agreed total disbursements (non-payroll and payroll) from the Receipt/Disbursement Ledger for the years ended December 31, 2009 and 2008 to the total disbursements recorded in the check register. We found no exceptions.
3. We haphazardly selected ten disbursements from the Receipt/Disbursement Ledger for the year ended December 31, 2009 and ten from the year ended 2008 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 returned, canceled check agreed to the check number, date, payee name and amount recorded in the Receipt/Disbursement Ledger 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), 5705.41(D) and 6101.44. We found five instances where the certification date was after the vendor invoice date. Ohio Rev. Code Sections 5705.28(B)(2) 5705.41(D) and 6101.44 require certifying at the time of a commitment, which should precede the invoice date.

**Compliance – Budgetary**

1. We could not compare the total estimated resources from the budgetary resolution, required by Ohio Rev. Code Section 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the Budgetary Accounting Ledger for the General fund for the years ended December 31, 2009 and 2008 as the District did not record the estimated resources from the Resolution to the Budgetary Accounting Ledger. The fiscal officer should periodically compare amounts recorded in the Budgetary Accounting Ledger to amounts recorded on the budgetary resolution to assure they agree. If the amounts do not agree, the Directors may be using inaccurate information for budgeting and monitoring purposes.

### **Compliance – Budgetary (Continued)**

2. We scanned the appropriation measures adopted for 2009 and 2008 to determine whether, for the General Fund, the Directors appropriated separately for “each office, department, and division, and within each, the amount appropriated for personal services,” as is required by Ohio Rev. Code Section 5705.28(B)(2) and 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Section 6101.44, to the amounts recorded in the Budgetary Accounting Ledger for 2009 and 2008 for the General fund. The amounts on the appropriation resolution agreed to the amounts recorded in the Budgetary Accounting Ledger.
4. **Ohio Rev. Code Section 6101.44** prohibits appropriations from exceeding the unencumbered balance plus the amounts to be received during the year. We compared total appropriations to total estimated revenue for the General fund for the years ended December 31, 2009 and 2008. We noted no funds for which appropriations exceeded estimated revenue.
5. **Ohio Rev. Code Section 6101.44** prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2009 and 2008 for the General fund, as recorded in the Annual Cash Report and Appropriation Resolutions, respectively. We noted no funds for which expenditures exceeded appropriations.
6. **Ohio Rev. Code Section 6101.44** requires establishing separate funds to segregate externally-restricted resources. We scanned the Receipt/Disbursement Ledger for evidence of new restricted receipts requiring a new fund during December 31, 2009 and 2008. We also inquired of management regarding whether the District received new restricted receipts. We noted no evidence of new restricted receipts for which Ohio Rev. Code Sections 5705.09 and 6101.44 would require the District to establish a new fund.

### **Compliance – Contracts & Expenditures**

1. We inquired of management and scanned the Receipt/Disbursement Ledger for the years ended December 31, 2009 and 2008 for procurements requiring competitive bidding for improvements for items which a conservancy district was established by contract, in excess of \$25,000, as required by Ohio Rev. Code Section 6101.16.

We identified a safety, navigability and improvement construction project exceeding \$25,000, subject to Ohio Rev. Code Section 6101.16. For this project, we noted that the Board advertised the project in a local newspaper, and selected the lowest responsible bidder.

2. For the construction project described in step 1 above, we read the contract and noted that it required the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and those charged with governance and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

**Mary Taylor, CPA**  
Auditor of State

April 12, 2010





**Mary Taylor, CPA**  
Auditor of State

**SPRINGFIELD CONSERVANCY 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  
MAY 18, 2010**