REPORT ON FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008



Mary Taylor, CPA Auditor of State

Board of Commissioners Waldo Township Park District P.O. Box 497 Waldo, Ohio 43356

We have reviewed the *Independent Auditor's Report* of the Waldo Township Park District, Marion County, prepared by Holbrook & Manter, for the audit period January 1, 2008 through December 31, 2009. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditor's Report* on your financial statements. While the Auditor of State does not legally require your government 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. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditor's Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Waldo Township Park District is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Saylor

October 15, 2010



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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners Waldo Township Park District Marion County

We have audited the accompanying financial statements of the Waldo Township Park District, Marion County, Ohio, (the District) as of and for the years ended December 31, 2009 and 2008. 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 audits.

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 *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the District has prepared these financial statements using accounting practices the Auditor of State of Ohio 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 for 2009 and 2008, GAAP requires presenting entity wide statements and also presenting the District's larger (i.e. major) funds separately. While the District 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 of Ohio permits, but does not require, governments to reformat their statements. The District has elected not to reformat its statements. Since the District does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State of Ohio 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 District as of December 31, 2009 and 2008, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Waldo Township Park District, Marion County, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

The District 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 July 25, 2010 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 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.

Certified Public Accountants

Ilalbrook & Master

July 25, 2010

COMBINED STATEMENTS OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES-ALL GOVERNMENTAL FUND TYPES FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

		2009	 2008
CASH RECEIPTS:-			
Local taxes	\$	21,887	\$ 22,440
Intergovernmental		3,203	4,358
Earnings on investments		35	79
Other revenue		2,906	 3,874
Total cash receipts		28,031	30,751
CASH DISBURSEMENTS:-			
Current;-			
Supplies		12,540	3,924
Utilities		2,859	1,763
Contracts- Services		12,910	11,059
Other		14,227	9,075
Capital outlay		5,257	 0
Total cash disbursements		47,793	 25,821
Total cash receipts over (under) cash disbursements	(19,762)	4,930
Fund cash balances, January 1		22,569	 17,639
Fund cash balances, December 31	\$	2,807	\$ 22,569

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-

<u>Description of the Entity</u> - Waldo Township Park District, Marion 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 Marion County. The district acquires lands for conversion into forest reserves and for the conservation of 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 conductive to the general welfare.

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

Basis of Accounting - These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State of Ohio, 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 of Ohio.

<u>Budgetary Process</u> - The Ohio Revised Code requires that the District budget each fund annually.

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 of Trustees must annually approve appropriation measures and subsequent amendments. The Marion County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year-end.

Estimated Resources

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

Encumbrances

The District did not use the encumbrance method of accounting.

The District did not follow budgetary requirements relating to formally adopting a budget and establishing appropriations and estimated resources. During 2009 and 2008, certain required filings with the County were not filed timely, but after being made aware by County officials or a third party source, the District did file certain required items with the County.

<u>Property, Plant and Equipment</u> - Acquisitions of property, plant, and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008

NOTE 2 - EQUITY IN POOLED CASH:-

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	 2009	 2008
Deposits:-		
Demand Deposits	\$ 2,807	\$ 22,569
Total deposits	\$ 2,807	\$ 22,569

<u>Deposits</u> - The District's deposits are insured by the Federal Depository Insurance Corporation.

NOTE 3 - BUDGETARY ACTIVITY:-

Budgetary activity for the year ending December 31, 2009 was as follows:

2009 Budgeted vs. Actual Receipts

Fund Type	Budg	geted Receipts	Act	ual Receipts	Variance
General	\$	24,650	\$	28,031	\$ 3,381

2009 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriat Authorit	•	Variance
General	\$ 24,500	9 \$ 47,793	\$ (23,293)

Contrary to Ohio law, during 2009, the budgetary expenditures exceeded the appropriation authority in the General Fund by \$23,293.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008

NOTE 3 - BUDGETARY ACTIVITY:- (continued)

Budgetary activity for the year ending December 31, 2008 was as follows:

2008 Budgeted vs. Actual Receipts

Fund Type	Budg	geted Receipts	A	ctual Receip	ts	Variance
General	\$	22,968	\$	30,751	\$	7,783

2008 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropri Author		udgetary penditures	Variance
General	\$	0	\$ 25,821	\$ (25,821)

Budgetary activity for the year ending December 31, 2008 was not submitted to the County for approval and was not formally approved by the Board of Directors.

NOTE 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 Trustees. 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 Marion 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.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to Marion 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.

Tangible personal property is being phased out.

NOTE 5 - RISK MANAGEMENT:-

The District has obtained commercial insurance for general liability.



<u>Independent Accountants' Report on Internal Control over Financial Reporting</u> and on Compliance and Other Matters Required by *Government Auditing Standards*

Board of Commissioners Waldo Township Park District Marion County

We have audited the financial statements of the Waldo Township Park District, Marion County, (the District) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated July 25, 2010, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Waldo Township Park District's internal control over financial reporting as a basis for designing our auditing procedures for expressing our opinions on the financial statements, but not for the purpose of opining on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Waldo Township Park District'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 and other deficiencies we consider to be significant deficiencies.

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 entity'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.

A significant deficiency is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 2009-001, 2009-002 and 2009-07 described in the accompanying schedule of findings to be significant deficiencies.

We also noted certain internal control matters that we reported to the District's management in a separate letter dated July 25, 2010.

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MEMBERS

AMERICAN INSTITUTE OF
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OHIO SOCIETY OF
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Compliance and Other Matters

As part of reasonably assuring whether Waldo Park District'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 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2009-003, 2009-004, 2009-005, 2009-006, 2009-008, 2009-009, 2009-010 and 2009-011.

We also noted certain matters that we reported to management of Waldo Township Park District in a separate letter dated July 25, 2010.

Waldo Township Park District's response to the findings identified in our audit is described in the accompanying schedule of findings. We did not audit Waldo Township Park District's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the management, Board of Commissioners, and the Auditor of the State of Ohio and is not intended to be and should not be used by anyone other than these specified parties.

Certified Public Accountants

Walbrook & Marter

July 25, 2010

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Finding Number 2009-001

Significant Deficiency - Material Weakness - Bank Reconciliations

Monthly bank statement reconciliations were not performed during the audit period. By not reconciling monthly bank statements to the cashbook, the District cannot determine that all receipts and disbursements have been properly posted to the depository account or determine the District's true cash position.

We recommend that the Treasurer reconcile the District's monthly bank statements to the cash book on a monthly basis.

Officials' Response

The Park District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

Finding Number 2009-002

Significant Deficiency - Material Weakness - Internal Control and Review Procedures

The Board has not established formal procedures to reasonably assure completeness and accuracy of the monthly reporting, due to a lack of segregation of duties. During our testing and analysis, we noted that the District's Board is not reviewing monthly reports or items such as the bank statement for proper inclusion of authorized expenditures within the cancelled checks or electronic fund withdraws.

The District should carefully review this information and make appropriate inquires to help determine the integrity of the financial information. When performing such review, the officials' signatures or initials and the date should be affixed to the documents examined and it should be noted in the monthly minutes that the officials' thoroughly reviewed and approved those documents. In addition, we also recommend that the numerical check sequence be noted in the minutes and signed off of by the District each month.

Officials' Response

The Park District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Finding Number 2009-003

Noncompliance Citation - Budgetary Requirements

Ohio Rev. Code Sections 5705.28, 5705.34, 5705.38, and 5705.41(D) require the District to adopt a budget, certify tax rates, establish appropriations, and certify the availability of funds prior to incurring an obligation. These requirements were effective for the years ending December 31, 2009 and December 31, 2008.

The appropriations were not developed or submitted during 2008 or submitted to the County for approval and were not formally approved by the Board of Directors. The 2009 appropriations were submitted to the County during 2009, but were not formally approved by the Board of Directors.

We recommend that the District take the necessary steps to properly adopt a budget for each year in accordance with the Ohio Revised Code.

Officials' Response

The Park District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

Finding Number 2009-004

Noncompliance Citation - Budgetary Posting and Monitoring

Ohio Administrative Code Sections 117-2-02(D) 2 and 3 states that a receipt or appropriations ledger should be maintained during the audit period to effectively monitor the activity of the District. The District did not maintain a receipt or appropriations ledger during the audit period, including proper notations of report classifications, however a check register was maintained by the District. By not maintaining these ledgers with budgeted receipts and appropriations, the District may be unable to effectively monitor budgeted versus actual activity.

We recommend the District post all receipts to the receipt ledger and all disbursements to the appropriation ledger. In addition, we also recommend the District record all budgeted receipts in the receipt ledger and appropriations in the appropriation ledger in order to monitor budgetary activity.

Officials' Response

The Park District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Finding Number 2009-005

Noncompliance Citation - Filing of Financial Reports

Ohio Rev. Code Section 117.38 states that cash-basis entities must file annual reports with the Auditor of State within 60 days of the fiscal year end. Also, the entity must publish notice in a local newspaper stating the financial report is available for public inspection at the office of the chief financial officer.

During our testing, we noted that the park district did not submit their 2008 or 2009 annual report with the Auditor of State timely and did not publish a notice when they were filed in March 2010.

We recommend the District file a cash basis financial report for each year in a timely manner as required by the Ohio Revised Code.

Officials' Response

The Park District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

Finding Number 2009-006

Noncompliance Citation - Prior Certification of Funds

Section 5705.41 (D), Ohio Revised Code, states that no subdivision shall make any contract or order any expenditure of money unless that certificate of the treasurer is attached. The treasurer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Furthermore, contracts and orders for expenditures lacking prior certification should be null and void unless, for expenditures under \$3,000, the Commissioner obtains from the treasurer a certificate stating that there was at the time of the making of the contracts or orders a sufficient sum appropriated. The Commissioners, by resolution, then may authorize the issuance of a warrant for the payments of the amount due.

During our testing of expenditures, all funds were obligated without prior or any certification. There was no evidence of subsequent resolutions authorizing payment for such obligations. Expenditures without prior certification could result in expenditures exceeding appropriations. We recommend that a purchase order be completed before all expenditures are initiated. Alternatively, the District might consider using then and now certificates or blanket certificates, allowed by the O.R.C. for expenditures meeting certain criteria.

Officials' Response

The District will work on correcting the findings and improve internal and compliance controls to address the issue.

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Finding Number 2009-007

Significant Deficiency - Record Retention

During our examination and testing of expenditures, we noted that the District did not retain an invoice or other adequate support for a few of the expenditures tested during 2009 and 2008, however alternative procedures were able to be performed on these expenditures. Adequate documentation is a key element of an internal control system; this condition limits the control and accountability over District expenditures and allows for the possibility of improper payment to occur. We advise that invoices for all expenditures be retained to support the proper public purpose of the payment.

Officials' Response

The District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

Finding Number 2009-008

Non-Compliance Citation - Park Commissioners Bonding

Ohio Revised Code Section 1545.05 requires each Park Commissioner to execute a bond prior to entering upon the duties of one of the Commissioners. The bond amount and surety is to be established by resolution of the governing authority.

The Commissioner's designated an individual as a fiscal officer/treasurer, but they did not execute a bond for any of the Park Commissioner positions, including the officer/treasurer, nor did they set the amount of the surety through a resolution.

We recommend the District take the necessary steps to establish a resolution regarding the terms and amount of the surety for each of the Commissioners bonding. In addition, the Park District should purchase the bonds to assist in risk management for protection of the public monies.

Officials' Response

The District is aware of the above issue and is currently reviewing the procedures to prevent this condition from occurring in the future.

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Finding Number 2009-009

Non-Compliance Citation - Certification of Available Revenue

Ohio Rev. Code Section 5705.36(A) states that on or about the first day of each fiscal year, the fiscal officer of each subdivision and other taxing units shall certify to the county auditor the total amount from all sources available for expenditures from each fund set up in the tax budget.

During our testing, we noted that the Park District did not certify its 2009 and 2008 available revenue to the County Auditor timely.

Officials' Response

The District is aware of the above issue and is currently preparing the appropriate documents for submission to the County on a timely basis to prevent this issue from occurring in the future.

Finding Number 2009-010

Noncompliance Citation- Expenditures Exceeding Appropriations

Ohio Revised Code Section 5705.41 (B) states that no subdivision or taxing unit is to expend money unless it has been appropriated.

During our audit procedures, we noted that expenditures exceeded appropriations in the District's Funds for both 2009 and 2008. We recommend that the District monitor on a regular basis expenditures and appropriations. Whenever it is necessary, amended appropriations need to be prepared, approved, and submitted to the County Budget Commission.

Officials' Response

The District is aware of the above issue and is currently preparing the appropriate documents for submission to the County on a timely basis to prevent this issue from occurring in the future

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Noncompliance Citation- Credit Card Policy

Based on observations made during our audit, we noted that the District utilizes credit cards, but does not have a comprehensive credit card policy to outline proper and improper use as well as documentation and control requirements. We noted that there are currently no controls in place to monitor the use of the credit cards. Failure to establish a policy governing the use of credit cards may result in purchases being made by unauthorized users and/or for unauthorized purposes.

We recommend any use of credit cards be done only pursuant to a policy approved by the Board. Such policy should, at a minimum, require all original detailed receipts/invoices to be provided to the District, and should identify authorized users, guidelines for allowable use, any specific unallowable uses, and any other guidelines deemed appropriate by the Board. We also suggest that the policy be reviewed annually or more often to determine if there are any changes that might be required.

Officials' Response

The District is aware of the above issue and is currently preparing a policy to establish the necessary guidelines for the use and control of credit cards.

SCHEDULE OF PRIOR YEAR AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

Find Num		Finding Summary	Fully Correcte	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
2007-	-001	Bank Reconciliations	No	Not Corrected. Finding is repeated for current audit period as 2009-001.
2007-	-002	Internal Control and Review Procedures	No	Not Corrected. Finding is repeated for current audit period as 2009-002.
2007-	-003	Budgetary Requirements	No	Not Corrected. Finding is repeated for current audit period as 2009-003.
2007-	-004	Budgetary Posting and Monitoring	No	Not Corrected. Finding is repeated for current audit period as 2009-004.
2007-	-005	Filing of Financial Reports	No	Not Corrected. Finding is repeated for current audit period as 2009-005.
2007-	-006	Prior Certification of Funds	No	Not Corrected. Finding is repeated for current audit period as 2009-006.
2007-	-007	Record Retention	No	Not Corrected. Finding is repeated for current audit period as 2009-007.
2007-	-008	Park Commissioners Bonding	No	Not Corrected. Finding is repeated for current audit period as 2009-008.
2007-	-009	Certification of Available Revenue	No	Not Corrected. Finding is repeated for current audit period as 2009-009.



Mary Taylor, CPA Auditor of State

WALDO TOWNSHIP PARK DISTRICT

MARION 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED NOVEMBER 4, 2010