



Dave Yost • Auditor of State



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Geneva Park Commission
Ashtabula County
PO Box 694
Geneva, Ohio 44041

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of Geneva Park Commission, Ashtabula County, (the Park) for the years ended December 31, 2012 and 2011.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the Park's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Park's financial statements, transactions or balances for the years ended December 31, 2012 or 2011.

The Park's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code Section 117.11(A) is to examine, analyze and inspect these records and documents.

Current Year Observations

1. We noted that the Fiscal Officer was not depositing in a timely manner. Several checks were held for up to two months before being deposited. The un-deposited checks were kept in a wall file in the Park office. As communicated to the Park Fiscal Officer, deposit requirements per ORC §9.38 should be followed in order to provide proper safeguarding of public moneys and any checks being held by the fiscal officer should be kept in a locked desk drawer or safe in the Park office.
2. We examined the bank reconciliation prepared as of December 31, 2012. It included a reconciling item of \$2,691.25, for which the explanation was un-posted revenue and tax collection fees paid of \$3,276.56. The Fiscal Officer was unable to determine what the remaining \$585.31 difference represented. There was also no documentation of the governing board's review of the bank statement.

Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period. Unidentified differences result in inaccurate fund cash balance information, and conceivably could cause deficit spending. The Fiscal Officer should review transactions recorded since the last reconciliation and correct the error.

Also, the Park's small size requires governing board involvement with critical accounting processes (such as bank reconciliations) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft.

A handwritten signature in black ink that reads "Dave Yost". The signature is fluid and cursive, with the first name "Dave" and last name "Yost" clearly legible.

Dave Yost
Auditor of State

December 9, 2013



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GENEVA PARK COMMISSION

ASHTABULA 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
DECEMBER 19, 2013**