



Dave Yost • Auditor of State





# Dave Yost • Auditor of State

Municipal Park District of the Village of Powhatan Point  
Belmont County  
104 Mellott Street  
Powhatan Point, Ohio 43942

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Municipal Park District of the Village of Powhatan Point, Belmont County, Ohio (the Park District), 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 District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Park District's financial statements, transactions or balances for the years ended December 31, 2012 or 2011.

The Park District'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.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

## Current Year Observations

1. The District Board does not have policies in place regarding the use of credit cards. The use of credit cards should be specified in a policy established by the District and should at a minimum identify authorized users, guidelines for allowable use/purchase, specific unallowable uses, reporting, monitoring of use by appropriate levels of management, and other guidelines deemed appropriate by the District.

The District had a credit card during 2012 and 2011 and did not have a credit card policy on file governing expenditures. During our on-site review on July 17, 2013, we noted the majority of credit card payments had no supporting cash register receipts attached to the statement detailing the type of expenditures. Without a policy governing credit card expenditures, the District is at risk of unallowable expenditures and unauthorized purchases.

2. Ohio Rev. Code Section 5705.39 provides, in part, that total appropriations from each fund shall not exceed the total of the estimated revenue available for expenditure therefrom, as certified by the Budget Commission. In 2012, the Township appropriations of \$35,000 exceeded estimated resources of \$18,967 by \$16,033.

### Current Status of Matters we Reported in our Prior Engagement

1. Ohio Rev. Code Section 149.351(A) provides that all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the records commission provided under Section 149.38 to 149.42 of the Revised Code. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.

The District did not correct this issue from the prior audit. During our on-site review on July 17, 2013, we noted the District did not maintain the detailed daily records of pool admission and concession receipts for August 2012. These records included the daily cash sheets and cash register tapes.

2. Ohio Rev. Code Section 5705.41(D)(1) states that no subdivision shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision. The fiscal officer 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 encumbrances. Further, contracts and orders for expenditures lacking prior certification shall be null and void.

The Park District Secretary/Treasurer did not correct this issue from prior audit and did not obtain prior certification for 100% of expenditures made in 2012 and 2011. Failure to properly certify the availability of funds can result in overspending funds and negative cash balances.

3. Ohio Admin. Code Section 117-2-02(C)(1) states that all local public offices should integrate the budgetary accounts, at the legal level of control or lower, into the financial accounting system. This means designing an accounting system to provide ongoing and timely information on unrealized budgetary receipts and remaining uncommitted balances of appropriations.

The Park District did not correct this issue from prior audit. No documentation was provided to indicate estimated receipts or appropriation amounts were entered into the Park District's ledgers. Because the information was not entered into the accounting system, Park District officials were unable to effectively monitor budgetary activity throughout the year.

4. Concession sales receipts were recorded separately on the daily cash sheets for the pool. For concession sales, no itemized listing was presented to document the number of concession items sold at a stated price. A detailed inventory of concession stand items was not presented as well.

The Park District did not correct this issue from prior audit. There was no record of the number and type of concession items sold on a daily basis. Also, no inventory records were kept of concession stand items which did not allow the Park District to prepare a cost of goods sold. These weaknesses could result in possible theft, errors, irregularities and/or omissions occurring and not being detected in a timely manner.



**Dave Yost**  
Auditor of State

August 7, 2013



# Dave Yost • Auditor of State

**MUNICIPAL PARK DISTRICT OF THE VILLAGE OF POWHATAN POINT**

**BELMONT 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  
AUGUST 22, 2013**