



Dave Yost • Auditor of State



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Waldo Township Park District
Marion County
Waldo, Ohio

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Waldo Township Park District, Marion County, Ohio, (the Park District) for the years ended December 31, 2015 and 2014.

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, 2015 or 2014.

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.

Current Year Observations

1. We scanned the voucher file and noted that except for an electronic payment to Rural King on 04/04/14 in the amount of \$375, the Park District retains invoices or other supporting documentation for disbursements. Failure to maintain supporting documentation can result in an inability to manage and monitor the Park District's operations in an effective manner and the ability to pay bills as they become due. The Park District should retain invoices for each disbursement made.
2. We examined the Check Register / bank reconciliations prepared for 2015 and 2014. During 2015, the Check Register erroneously excluded two deposits totaling \$287 and two disbursements totaling \$62, which resulted in the Park District being unreconciled by \$225 at 12/31/15. During 2014, the Check Register erroneously excluded two deposits totaling \$1,947, five disbursements totaling \$616, and under-reported a disbursement by \$185, which resulted in the Park District being unreconciled by \$1,146 at 12/31/14.

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 Park District should perform bank-to-book reconciliations monthly and follow-up on any reconciling items in a timely manner.

3. We noted that the Park District filed their 2014 financial statements with the Auditor of State on February 17, 2016. Ohio Rev. Code § 117.38 provides that an annual financial report be filed with the Auditor of State within sixty days after the close of the fiscal year. By not filing timely, the Park District may be subject to fines and penalties and increased audit costs. The Park District should file their annual financial report within 60 days of year end.

Current Status of Matters We Reported in Our Prior Engagement

4. The prior audit for the years ended December 31, 2013 and 2012 included noncompliance due to the Park District not maintaining receipt or appropriation ledgers which integrate budgeted information. We noted that the Park District did not correct this for 2015 or 2014. Ohio Admin. Code § 117-2-02(D)(2) and (3) provides that accounting records maintained by all local public offices should include a receipts ledger and appropriations ledger, which include budgeted information. The Park District should prepare receipt and appropriation ledgers that include budgeted information.
5. The prior audit for the years ended December 31, 2013 and 2012 included an internal control recommendation due to the Park District not having established formal procedures to reasonably assure completeness and accuracy of the monthly reporting due to a lack of segregation of duties. We noted that the Park District did not correct this for 2015 or 2014. During 2015 and 2014, the Board Chairperson was the Park District's only employee. The lack of segregation of duties and internal controls may result in inaccurate financial information being reported or even undetected theft.

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

Dave Yost
Auditor of State

August 11, 2016



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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.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 25, 2016**