



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Put-in-Bay Township Park District
Ottawa County
P.O. Box 177
Put-in-Bay, Ohio 43456-0177

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees (the Board) and the management of Put-in-Bay Township Park District, Ottawa County, Ohio (the District), on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the years ended December 31, 2016 and 2015 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the District. The District is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2016 and 2015 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. 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 recalculated the mathematical accuracy of the December 31, 2016 and December 31, 2015 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2015 beginning fund balance recorded in the Income and Expense Sheet Report to documentation in the prior year agreed-upon procedures working papers. We found no exceptions. We also agreed the January 1, 2016 beginning fund balance recorded in the Income and Expense Sheet Report to the December 31, 2015 balance in the Income and Expense Sheet Report. We found no exceptions.
3. We agreed the amount per the bank reconciliations to the December 31, 2016 and December 31, 2015 fund cash balance reported in the Income and Expense Sheet Report. The amounts agreed.
4. We confirmed the December 31, 2016 bank account balance with the District's financial institution. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the December 31, 2016 bank reconciliation without exception.

Other Confirmable Cash Receipts

1. We confirmed the amounts paid from the Ohio Public Works Commission (the Commission) to the District and/or on-behalf of the District during 2015 and 2016 with the Commission. The Fiscal Officer did not record one on-behalf of payment in the amount of \$68,698 during 2016 in the Income and Expense Sheet Report. In order to properly reflect the benefit received from the on-behalf of payment, receipts and disbursements in the amount of \$68,698 should have been recorded. We also inspected the Income and Expense Sheet Report to determine whether the receipts were recorded in the proper year. We found no exceptions, except as previously noted. There is no effect on ending balance, so no adjustments to the District's accounting records are necessary.
2. We confirmed the amounts paid from the Ohio Department of Natural Resources (the Department) to the District during 2015 and 2016 with the Department. We found no exceptions. We also inspected the Income and Expense Sheet Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the amount paid from the United States Department of Housing and Urban Development (HUD) to the District during 2015 with HUD. We found no exceptions. We inspected the Income and Expense Sheet Report to determine whether the receipt was recorded in the proper year. We found no exceptions.

Debt

1. From the prior agreed-upon procedures documentation, we observed the following loans were outstanding as of December 31, 2014. These amounts agreed to the District's January 1, 2015 balances on the summary we used in step 3.

| Issue | Principal outstanding as of December 31, 2014: |
|-----------------------------------------------------------|------------------------------------------------|
| Lake Erie Islands Chapter – Black Swamp Conservancy Loans | \$5,750 |

2. We inquired of management, and inspected the Income and Expense Sheet Report for evidence of debt issued during 2016 or 2015 or debt payment activity during 2016 or 2015. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of loan debt activity for 2016 and 2015 and observed principal payments reported in the Income and Expense Sheet Report. The loans are interest free with no amortization schedules and/or due date, as the agreements allow the District to make payments as funds become available. We found no exceptions.
4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the General Fund per the Income and Expense Sheet Report. The amounts agreed.
5. For new debt issued during 2015, we inspected the debt legislation, noting the District must use the proceeds to purchase and prepare land at Massie Cliffside. We inspected the Income and Expense Sheet Report and noted the District purchased this land in May of 2015, and land preparation efforts were carried out throughout 2015 and 2016. .

Non-Payroll Cash Disbursements

1. From the Manual Check Register, we re-footed checks recorded as General Fund disbursements for *appraisal* for 2016 and 2015. We found no exceptions.
2. We haphazardly selected ten disbursements from the Manual Check Register for the year ended December 31, 2016 and ten from the year ended December 31, 2015 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 Manual Check Register and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. 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) and 5705.41(D). We found two instances where the certification date was after the vendor invoice date, and there was also no evidence that a *Then and Now Certificate* was issued. Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(D) require certifying at the time of a commitment, which should be on or before the invoice date, unless a *Then and Now Certificate* is used. Because we did not inspect all disbursements requiring certification, our report provides no assurance whether or not additional similar errors occurred.

Compliance – Budgetary

1. We compared the total estimated receipts from the *Amended Official Certificate of Estimated Resources*, required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the Income and Expense Sheet Report for the years ended December 31, 2016 and 2015. The Income and Expense Sheet Report did not contain budgeted (i.e. certified) resources for 2016 or 2015. However, the *Amended Certificate of Estimated Resources* reflected \$1,875,000 and \$1,975,000, respectively. The Fiscal Officer should record estimated receipts and periodically compare amounts recorded in the Income and Expense Sheet Report to amounts recorded on the *Amended Official Certificate of Estimated Resources* to assure they agree. If the amounts are not entered and/or do not agree, the Board may be using inaccurate information for budgeting and monitoring purposes.
2. We inspected the appropriation measures adopted for 2016 and 2015 to determine whether the Board appropriated separately for “each office, department, and division, and within each, the amount appropriated for personal services,” as is required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Sections 5705.28(B)(2), 5705.38, and 5705.40, to the amounts recorded in the Income and Expense Sheet Report for 2016 and 2015. The Income and Expense Sheet Report did not contain appropriations for 2016 or 2015. However, the approved appropriation measures reflected \$1,885,491 and \$2,009,034, respectively. The Fiscal Officer should record appropriations and periodically compare amounts recorded in the Income and Expense Sheet Report to amounts in the appropriation measures to assure they agree. If amounts are not entered and/or do not agree, the Board may be using inaccurate financial information for monitoring and budgeting purposes.

Compliance – Budgetary (Continued)

4. Ohio Rev. Code Section 5705.28(B)(2)(c) prohibits appropriations from exceeding the estimated revenue available for expenditure (receipts plus beginning unencumbered cash). We compared total appropriations to total estimated revenue for the years ended December 31, 2016 and 2015. We observed no funds for which appropriations exceeded estimated revenue.
5. Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(B) prohibit expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2016 and 2015 as approved in the appropriation measurers. We observed no instances in which expenditures exceeded appropriations.
6. We inspected the Income and Expense Sheet Report for the years ended December 31, 2016 and 2015 for evidence of a negative cash fund balance. We noted no negative cash fund balances.

Other Compliance

Ohio Rev. Code Section 117.38 requires the District to file its financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the HINKLE System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed upon procedure engagements, subsequent to the District's deadline where the initial filing was filed on time but incomplete. We confirmed the District filed its complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2016 and 2015 in the HINKLE system. There were no exceptions.

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*. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the *American Institute of Certified Public Accountants*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is to provide assistance in the evaluation of the District's receipts, disbursements and balances recorded in its cash-basis accounting records for the years ended December 31, 2016 and 2015, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State

Columbus, Ohio

September 25, 2017

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PUT-IN-BAY TOWNSHIP PARK DISTRICT

OTTAWA 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
OCTOBER 19, 2017**