



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
(800) 282-0370

## BASIC AUDIT REPORT

Warren Park District  
Jefferson County  
PO Box 123  
Tiltonsville, Ohio 43963

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Warren Park District, Jefferson County, (the Park District) for the years ended December 31, 2022 and 2021.

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, 2022 and 2021.

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. **Ohio Rev. Code § 117.38** requires each public office to file an annual financial report made in accordance with forms prescribed by the Auditor of State. A Park District shall file their annual report within sixty (60) days after the close of the fiscal year end. The Park District's fiscal year 2022 and 2021 reports were due March 1, 2023 and 2022, respectively, however, were not filed until June 9, 2023 and March 16, 2023. The Park District should ensure a complete report is filed on or before the 60 day reporting deadline.
2. **Ohio Rev. Code § 5705.10(I)** requires that money paid into any fund shall be used only for the purposes for which such fund is established. The General Fund had a deficit balance of \$206,343 and \$194,686 at December 31, 2022 and 2021, respectively. This is an indication that money from another fund has been used to pay the obligations of the General Fund. Advances or transfers should be made for these funds or appropriations modified to prevent a negative cash balance. The Park District should refer to the Ohio Compliance Supplement Chapter 1 and/or Auditor of State Bulletin 97-003 for information regarding the accounting treatment and approval process for advances.

3. **Ohio Rev. Code § 149.43(E)(2)** requires the records custodian/manager to acknowledge receipt of the public records policy. The Park District has appointed a records custodian/manager but the designee has not acknowledged receipt of the public records policy. The Park District should review the above Ohio Revised Code Section and implement procedures to help ensure compliance.
4. **Ohio Rev. Code § 5705.38(A)** requires that on or about the first day of each fiscal year, an appropriation measure is to be passed. The Park District failed to pass appropriations for the periods ending December 31, 2022 and 2021. As a result of not adopting an appropriations measure, expenditures exceeded appropriations which is violation of **Ohio Rev. Code § 5705.41(B)**. On or about the first day of each fiscal year, the Park District should adopt an annual appropriation measure.
5. The reconciliation of cash (bank) balances to accounting system records (book) to the accounting system is the most basic and primary control process performed. Lack of completing an accurate and timely reconciliation may allow for accounting errors, theft and fraud to occur without timely detection.

The Park District's December 31, 2022 reconciliation included duplicate transactions and/or transactions that had cleared the bank but failed to be marked as cleared in the accounting system, and were improperly included as reconciling items. The Fiscal Officer went through the list and updated it to only reflect actual reconciling items to ensure the reconciliation is an accurate reflection of the financial position of the Park District at year end. The lack of accurate monthly reconciliations increases the risk of theft/fraud over the cash cycle and could lead to inaccurate reporting in the annual financial statements.

The Fiscal Officer should record all transactions and prepare monthly bank to book cash reconciliations, which include all bank accounts and all fund balances. Variances should be investigated, documented and corrected. In addition, the Board should review the monthly cash reconciliations including the related support (such as reconciling items) and document the reviews.

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

6. In addition to the financial reporting, deficit fund balance, public records acknowledgement, and annual appropriation measure matters reported in items 1, 2, 3, and 4 above, our audit for the years ended December 31, 2020 and 2019 included exceptions for failure to meet the requirements of the fiscal integrity act, failure to prepare, file, and maintain the minutes, adopt a public records and records retention schedule, and failure to timely post real estate receipts. These matters have all been corrected in the current engagement.



Keith Faber  
Auditor of State  
Columbus, Ohio

July 17, 2023

# OHIO AUDITOR OF STATE KEITH FABER



**WARREN PARK DISTRICT**

**JEFFERSON COUNTY**

**AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 8/3/2023**

88 East Broad Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)