



Dave Yost • Auditor of State

July 26, 2017

Warren Park District
Jefferson County
P.O. Box 123
Tiltonsville, Ohio 43963

To Jennifer Duck, Clerk and Barb Schrader, Board Chairman:

As part of our regular audit of the Warren Park District, Jefferson County (District) for the period January 1, 2015 through December 31, 2016, we have determined that the conditions of your financial records are not adequate to finish our audit. We have noted the following regarding the District's records:

- The District did not file accurate financial statements in the Hinkle system.
- Client filed statements do not reflect fund activity, only a profit/loss statement detailing total receipts and expenditures in one column. There are no fund balances and client does not maintain individual fund activity.
- District appears to be using restricted monies for general operations and it appears the general operations fund is running a deficit.
- Accurate monthly reconciliations were not prepared. Unexplained adjustments and an ending balance that does not tie to any type of ledger were noted.
- A detailed cash journal reflecting fund balances and receipt and appropriation ledgers were not maintained.

Consequently, we consider the financial records unauditible pursuant to Ohio Rev. Code Section 117.41.

Within ninety days from the date of this letter, you must revise your financial records and provide the data necessary to complete our audit. Failure to bring your accounts, records, and reports into an auditable condition within ninety days may result in legal action pursuant to Ohio Rev. Code Section 117.42. This action may result in the Attorney General issuing a subpoena for you, Jennifer Duck, Clerk and Barb Schrader, Chairman, to appear in our office to explain your failure to bring your accounts, records, and reports into an auditable condition.

Additionally, the Attorney General may file suit to compel you to prepare and/or produce the necessary information to complete an audit.

Should you require assistance in correcting these deficiencies, the Warren Park District may contact the Auditor of State's Local Government Services (LGS) division or an independent accounting firm to obtain the necessary help. However, we will not consider your failure to act in a timely manner or their inability to meet your schedule as a mitigating factor to extend the 90 day period.

Should you desire LGS' assistance, we would require assurance that their involvement did not impair our independence. We would be pleased to discuss safeguards with you we can apply to maintain our independence.

If you have any questions, please contact us at Lori Piergallini, Senior Audit Manager, at 1-800-443-9271.

Sincerely,

Dave Yost
Auditor of State

Joey Jones
Chief Auditor, East Region

cc: Robert Hinkle, Auditor of State Chief Deputy Auditor
Mark Altier, Auditor of State Deputy Chief Legal Counsel
Robert Smith, Assistant Chief Legal Counsel
Shawn Busken, Legislative Director
Randy Turner, Assistant Director of Public Integrity
Robert Burlenski, Chief Project Manager Local Government Services
Susan Babbitt, Clerk of the Bureau
Barb Schrader, Board Chairman
Jane Hanlon, Jefferson County Prosecutor
CAN Surety