



OHIO AUDITOR OF STATE
KEITH FABER



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

We have completed certain procedures in accordance with Ohio Rev. Code § 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, 2018 and 2017.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 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, 2018 and 2017.

The Park District's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 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 states that public offices reporting on a cash basis must file annual reports with the Auditor of State's HINKLE system within 60 days of the close of the fiscal year end. The Park District did not timely file complete financial statements with the Auditor of State for fiscal year ended December 31, 2018. The Park District should file complete financial statements in the HINKLE system prior to the due date.
2. We noted that General Fund appropriations of \$175,000 exceeded estimated resources by approximately \$100,741 for the year ended December 31, 2018. Ohio Rev. Code § 5705.39 limits appropriations to estimated resources. Because appropriations authorize spending, appropriating more than estimated resources potentially authorizes deficit spending. The Park District should reduce appropriations to the amount of estimated resources.
3. Ohio Rev. Code § 5705.41(B) requires that no subdivision or taxing unit shall make any expenditure of money unless it had been appropriated. The General Fund disbursements of \$176,828 exceeded appropriations by \$1,828 for the year ended December 31, 2018. As a result, there was an increased risk of the Park District spending more monies than available. The Park District should review annual appropriations to help ensure all expenditures are appropriated.
4. During our scan of non-payroll disbursements, we noted the Park District maintains check stubs for disbursements; however, invoices and supporting documentation are not always attached to the check stubs. Therefore, we are unable to determine if appropriate support is consistently maintained. The Fiscal Officer should ensure all invoices are maintained for each non-payroll disbursement, and attach the invoices and support to the corresponding check stub.

Current Year Observations (Continued)

5. Credit card transactions should be supported with original invoices and be for a proper public purpose of the Park District. We found one credit card statement selected included \$60 in payments of late fees and interest, which is not a proper public purpose of the Park District. The Park District should ensure all credit card payments are made timely to avoid late fees and interest charges.

Current Status of Matters Reported in our Prior Engagement

6. 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 the prior basic audit. Examination of the Park District's accounting system indicated that although budgetary amounts were approved, these amounts were not integrated into the accounting system. Not including budgetary amounts in the Park District's accounting system does not allow the Fiscal Officer to properly monitor budget versus actual activity throughout the year and could lead to deficit spending.

7. During scan of pool admission and concession receipts, we noted the Park District did not maintain appropriate supporting documentation for deposits made during 2018 or 2017. The Park District did not correct this issue from the prior basic audit. The pool staff should maintain daily count sheets and cash register tape to support the deposits made for pool admission and concessions revenue. This documentation should be provided to the Fiscal Officer and maintained for each monthly posting of over-the-counter cash receipts.



Keith Faber
Auditor of State
Columbus, Ohio

September 26, 2019

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**MUNICIPAL PARK DISTRICT OF THE VILLAGE OF POWHATAN POINT, OHIO
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
OCTOBER 8, 2019**