



OHIO AUDITOR OF STATE
KEITH FABER



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Belmont Park District
Belmont County
P.O. Box 24
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To the Board of Park Commissioners:

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Belmont Park District, Belmont County, Ohio (the Park District), for the years ended December 31, 2019 and 2018.

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, 2019 and 2018.

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. We noted that General Fund expenditures of \$73,724 exceeded appropriations of \$68,200 by \$5,524 for the year ended December 31, 2019. **Ohio Rev. Code § 5705.41(B)** prohibits a subdivision or taxing unit from making an expenditure unless it has been properly appropriated. The Park District's failure to limit expenditures to the amounts appropriated could result in deficit spending. The Park District should regularly monitor budgetary information to ensure that expenditures do not exceed the total appropriations.
2. We noted that the Park District has not adopted a public records policy or adopted a formal records retention schedule in accordance with **Ohio Rev. Code § 149.43**. The Park District should establish a public records policy and a records retention schedule in accordance with the aforementioned Ohio Revised Code.
3. **Ohio Rev. Code § 117.38** states each public office shall file a financial report for each fiscal year. The report shall be certified by the proper officer or board and filed with the Auditor of State within sixty days after the close of the fiscal year. The Auditor of State may extend the deadline for filing a financial report and establish terms and conditions for any such extension. The Park District filed its 2019 and 2018 annual financial report on March 11, 2020 and January 30, 2020, respectively. No extension was obtained. The Park District should submit the Annual Financial Report each year in accordance with the aforementioned requirements.

Current Year Observations (Continued)

4. Budgetary data (estimated revenue and appropriations) was not integrated into the accounting system. Failure to integrate budgetary data into the accounting system could lead to an inability to monitor actual results against the budget. The Park District should include estimated receipt amounts in the revenue ledger and appropriation amounts in their appropriation ledger.
5. In 2019 and 2018, the Clerk did not withhold Federal income tax, Medicare taxes, or State income taxes from the Clerk and one other employees' wages. The Clerk also did not remit contributions to the Ohio Public Employees Retirement System (OPERS) for the individuals aforementioned above. For 2019 and 2018, a Form 1099 was issued to the Clerk and employee for their wages. There was no source documentation provided to indicate whether the individuals paid by the Park District were employees or independent contractors. The Clerk should contact the Internal Revenue Service (IRS) and OPERS to obtain determination as to whether taxes and pension should be withheld.



Keith Faber
Auditor of State
Columbus, Ohio

September 3, 2020

OHIO AUDITOR OF STATE KEITH FABER



BELMONT PARK DISTRICT

BELMONT 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 9/15/2020

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This report is a matter of public record and is available online at
www.ohioauditor.gov