

DISBURSEMENTS – TRAVEL

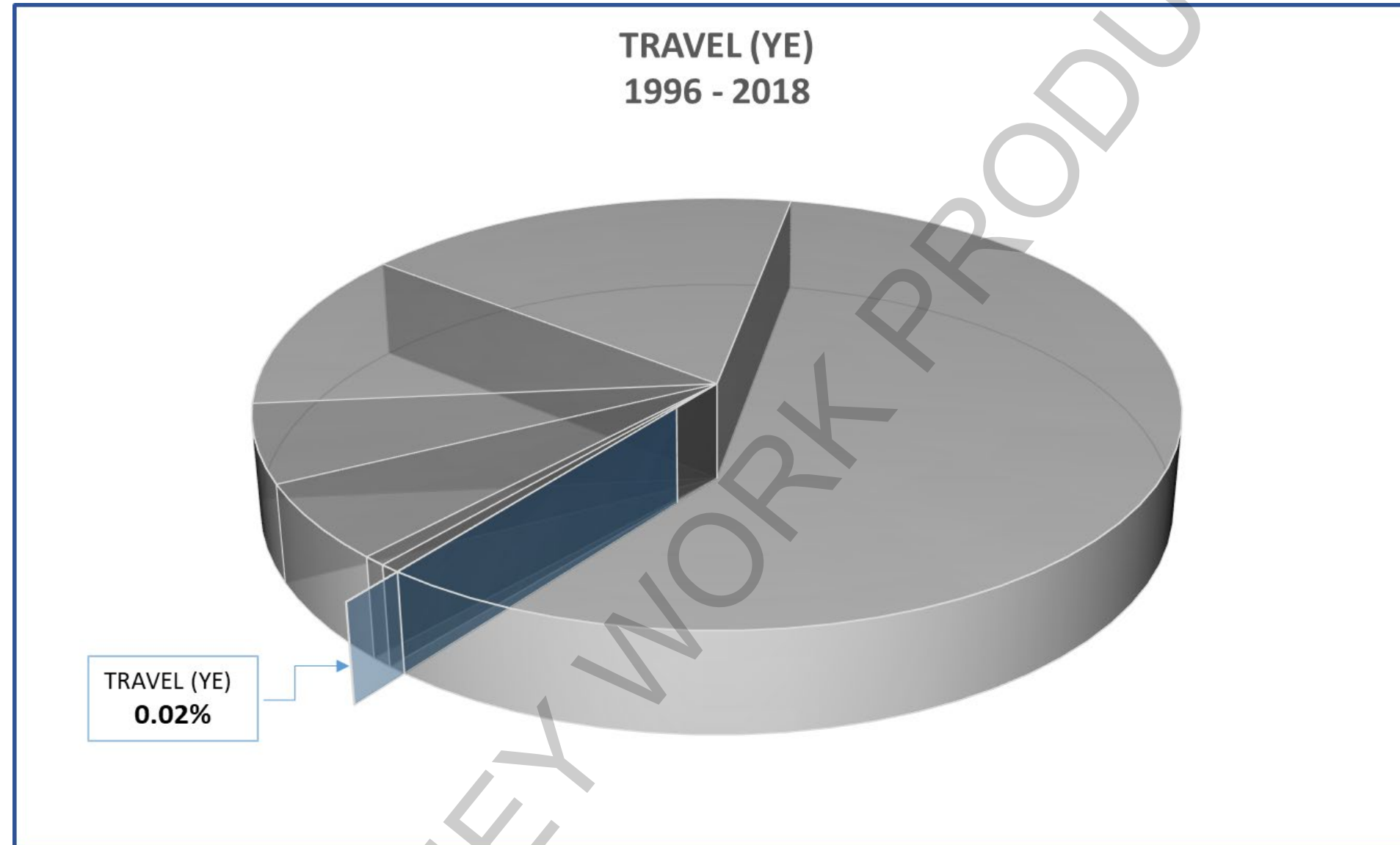
Origin of Information Analyzed:

- Schneider Downs and Co., Inc. (SD) obtained the December month-end MTD/YTD EXPENSE PERIOD REPORT (general ledger account summaries) for the years 1996 through 2018 from Karrie Martin – Fiscal Officer which capture both month-to-date and year-to-date expense totals for the City of Hilliard for all departments. Each general ledger account is unique as to the origin of the expense and associated department. The Fiscal Officer provided to SD the reports in EXCEL format having extracted the information out of the Creative Microsystems, Incorporated (CMI) accounting system which is the City of Hilliard’s system of record for financial capture and reporting.
- SD obtained the City of Hilliard population data for the period 1996 through 2018 from the MID-OHIO REGIONAL PLANNING COMMISSION (MORPC). SD obtained the data for the period 2010 through 2018 directly from the MORPC website at www.morpc.org. The MORPC website currently maintains data from 2018 back to 2010. Prior to 2010, data is maintained in 10 year increments to coincide with the census. Therefore, for the period 2009 back to 2001, SD obtained copy of the MORPC data from the Fiscal Officer. MORPC population data is used by the Finance Department to generate statistical tables in the Comprehensive Annual Financial Report (CAFR). As a result, MORPC data prior to 2010 was maintained on file by the Finance Department.
- SD analyzed the Recreation and Parks Department expenses beginning in 1996 in order to analyze trends in expenses prior to Heather Ernst’s promotion to West Pool Manager in 2001.
- SD noted that prior to 2006, the CMI system is not capable of generated detailed expense or revenue reports. Per inquiry with the Finance Director and Fiscal Officer, in either 2005 or 2006, the City of Hilliard upgraded the CMI system from a DOS-based system to a Windows-based system. As a result, many accounts that exist prior to 2005 show no activity after 2005. Accounts with similar or identical descriptions, but with different account numbers, begin to show activity subsequent to 2005. Per inquiry with the Finance Director, this procedure was initiated during the set-up process of the upgraded CMI system in order to maintain a historical record of accounting data prior to the CMI upgrade.

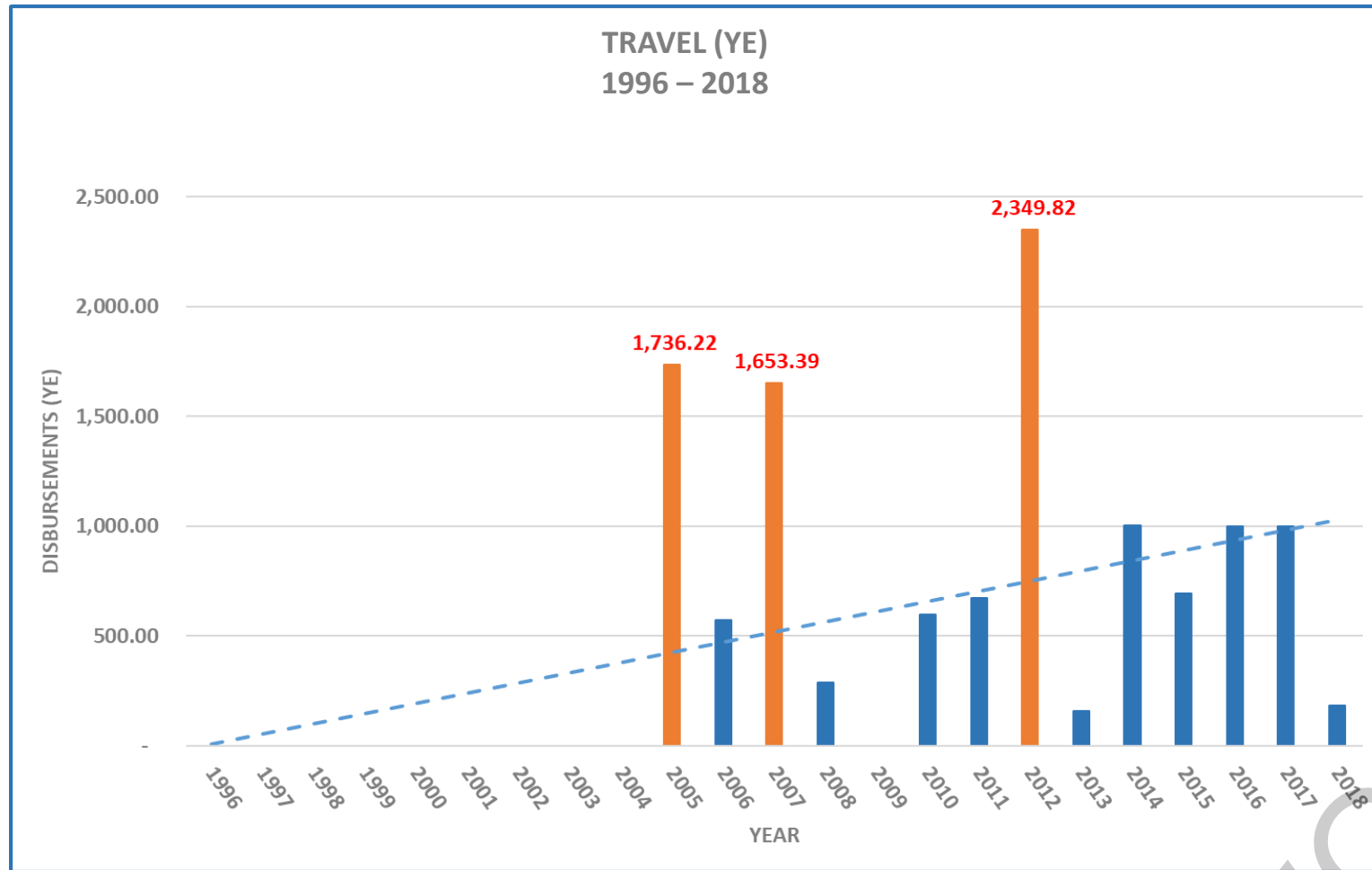
Analysis Performed:

- To arrive at the general ledger accounts specific to the Recreation and Parks Department, SD requested a comprehensive list of all expense accounts attributed to Department 306 (Recreation and Parks) regardless of the fund to which the expense accounts were assigned.
- Having identified the Recreation and Parks disbursement accounts, SD extracted the from the MTD/YTD EXPENSE PERIOD REPORT the Recreation and Parks Department’s respective annual disbursement totals for the period 1996 through 2018 and combined the data into a single report.
- SD then extracted those accounts specifically identified as Recreation and Parks travel expense general ledger accounts, based on object code 54 (Travel), for analysis. For comparative purposes, SD calculated the percentage of the Recreation and Parks Department travel expenses for the period 1996 through 2018 to be 0.02% (\$11,898.78) of the \$70,208,645.48 total disbursements made over the same time period based on data obtained from the CMI system.
- In analyzing annual travel expenses, SD identified travel expense inconsistencies for the period 1996 through 2018. From 1996 to 2004, no travel expenses are recorded in CMI. SD identified spikes in travel expenses in 2005 (\$1,736.22), 2007 (\$1,635.39), and 2012 (\$2,349.82). SD compared the average travel expense of the three years in which the travel expense spikes occurred to the remaining years between 2005 and 2018, less the travel expense spikes. SD calculated the total of the 2005, 2007, and 2012 travel expense spikes to be \$1,913.14 and the total of the remaining years between 2005 and 2018, less the travel expense spikes to be \$615.94; a variance of \$1,297.21. Per inquiry with Megan Goudy – Program Manager and Beth Simon – Program Manager, the spikes in the year-end travel disbursements may be attributed to the following:

- **2005 and 2007:** John Brenner – former Director, Recreation and Parks, Terry McGinnis Meyer – former Deputy Director, Recreation and Parks, and Phillip Schrader – former Deputy Director, Recreation and Parks attended the National Recreation and Parks Association convention in California.
- **2012:** Geoff Dew – Recreation Supervisor and Alex Drake – Aquatics Supervisor attended Rec-Trac Training in Vermont.
- Per inquiry with Megan Goudy – Program Manager, Recreation and Parks Department personnel have not regularly attended nor do they currently attend training classes, conferences, or symposiums on a regular basis. As a result, year-end travel expenses have been inconsistent for the period 1996 through 2018.



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	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense
Total Travel Disbursements:	-	-	-	-	-	-	-	-	-	1,736.22	571.12
%Δ in Travel Disbursements:											-67.11%

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	TOTAL
YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	
1,653.39	285.00	-	597.05	673.00	2,349.82	155.53	1,003.79	691.14	999.99	1,000.00	182.73	11,898.78
189.50%	-82.76%	-100.00%	100.00%	12.72%	249.16%	-93.38%	545.40%	-31.15%	44.69%	0.00%	-81.73%	31.15%