



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Lockington
Shelby County
647 Cross Trail
Piqua, Ohio 45356

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Village of Lockington, Shelby County, (the Village) for the years ended December 31, 2020 and 2019.

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 Village's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Village's financial statements, transactions or balances for the years ended December 31, 2020 and 2019.

The Village'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 § 149.43(E)(2)** states, in part, "the public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy."

The Village could not provide evidence of the public records policy being provided to the Village's records custodians.

Failure by the Village to have the records custodians acknowledge receipt of the public records policy could lead to a lack of understanding of the Village's public records policy.

The Village should establish and implement procedures to verify that an acknowledgement form is obtained from the records custodians of the Village as evidence that the public records policy has been received. If the Village's records custodians change, the Village should determine that this acknowledgement is obtained from any new records custodian.

2. In an effort to reimburse certain Village funds for COVID-related expenses that occurred during 2020, the Village issued a check from the Village's COVID fund to the Village in the amount of \$11,672 in December 2020. However, this check was not recorded as a receipt on the Village's accounting system until January 2020. This resulted in an understatement of cash fund balance on the Village's accounting system and financial statements in the amount of \$11,672 at December 31, 2020.

Failure to properly account for such a transaction by recording the applicable expenditure and receipt on approximately the same day could lead to misstated fund cash balances and misleading financial information.

Current Year Observations (Continued)

The Village should implement procedures to verify that such transactions are accounted for properly. A reversal of the initial expenditures, along with a memo expenditure to charge the expenditure to the COVID fund would have been an acceptable alternative to issuing a check to the Village.



Keith Faber
Auditor of State
Columbus, Ohio

May 27, 2021

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VILLAGE OF LOCKINGTON

SHELBY 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 6/15/2021

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