



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Village of West Elkton
Preble County
135 North Main Street
P.O. Box 180
West Elkton, Ohio 45070

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 West Elkton, Preble County, (the Village) for the years ended December 31, 2022 and 2021.

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, 2022 and 2021.

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. We noted the Village did not have an established and adopted/approved records retention schedule/policy. **Ohio Rev. Code § 149.43(B)(2)** provides that a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying and that public offices shall have available a copy of their current records retention schedule at a location readily available to the public. The Village should appropriately establish and approve/adopt a records retention schedule/policy and have the records retention schedule at a location readily available to the public. Failure to have and follow a records retention schedule/policy could result in public records being disposed of prematurely.
2. We noted the Village did not adopt a public records policy. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices to adopt a public records policy in compliance with this section for responding to public records requests. The Village should properly adopt a public records policy and then take all steps required by Ohio Rev. Code § 149.43 (such as providing a copy to the public records custodian/manger, creating and conspicuously displaying a poster describing the policy in its public office and all of its branch offices, and including the policy in the policy manual/handbook, if applicable). Failure to establish and maintain a public records policy may result in records of the Village not being available for public inspection or request and could lead to noncompliance with the Ohio Revised Code.

Current Year Observations (Continued)

3. We examined the bank reconciliation prepared as of December 31, 2022. It included an unexplained reconciling item of \$279, which resulted in fund balances exceeding actual available cash by this amount. The Fiscal Officer was unable to determine what this amount represented. This same unreconciled difference has occurred since 2014.

Reconciling is a critical control in assuring all transactions are posted accurately and in the proper accounting period. Unidentified differences result in inaccurate fund cash balance information, and conceivably could cause deficit spending. The Fiscal Officer should post adjustments to the accounting system to correct this difference.

Also, the Village's small size requires governing board involvement with critical accounting processes (such as the bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or undetected theft.

4. We noted that the Village's Fiscal Officer did not obtain the required fiscal integrity continuing education training as required by **Ohio Rev. Code § 733.81**. The Fiscal Officer should attend the required fiscal integrity act training and maintain proof of completion of the training.

Current Status of Matters Reported in our Prior Engagement

Our prior basic audit report for the years ended December 31, 2020 and 2019 noted that the Village did not have a public records policy. The lack of a public records policy also indicated the Village could not further comply with Ohio Rev. Code § 149.43(E)(2) (provide the policy to the records custodian/manager; include the policy in the policy manual or handbook, if applicable; or display the policy in the public office and in all branches of the Village). Our prior basic audit report for the years ended December 31, 2020 and 2019 also noted that the Village did not have a records retention schedule/policy as required by Ohio Rev. Code § 149.43(B)(2) and that there was an unexplained reconciling item of \$279 on the bank reconciliation since 2014. These matters were not corrected and have been included above as Current Year Observations Numbers 1, 2 and 3.



Keith Faber
Auditor of State
Columbus, Ohio

August 14, 2023

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF WEST ELKTON

PREBLE 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 8/31/2023

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This report is a matter of public record and is available online at
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