



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Bairdstown
Wood County
4232 County Road 236
Arcadia, Ohio 44804

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 Bairdstown, Wood County, Ohio (the Village) for the years ended December 31, 2018 and 2017.

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, 2018 and 2017.

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. **26 U.S. Code § 3402** requires that every employer making payment of wages shall deduct and withhold upon such wages a tax determined in accordance with tables or computational procedures prescribed by the Secretary. 26 U.S. Code § 3403 indicates the employer shall be liable for the payment of the tax required to be deducted and withheld under this chapter.

Ohio Rev. Code § 5747.07 provides that every employer required to deduct and withhold any amount under section 5747.06 of the Revised Code shall file a return and shall pay the amount required by law. If an employer's actual or required payments were more than two thousand dollars during the twelve month period ending on the thirtieth day of June of the preceding calendar year, the employer shall make the payment of undeposited taxes for each month during which they were required to be withheld no later than fifteen days following the last day of that month.

The Village collected, but due to deficiencies in payroll controls, did not remit tax withholdings of \$152 and \$243 in 2018 and 2017. The Village should promptly remit tax withholdings, and accompanying reports, by the required due dates to the appropriate authority.

This matter will be referred to the Internal Revenue Service and the Ohio Department of Taxation for their consideration.

- 2. Ohio Rev. Code § 117.38** provides that each public office, other than a state agency, 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.

Due to deficiencies in financial reporting controls, the Village did not file its annual financial report to the Auditor of State for fiscal year ending December 31, 2017 until July 5, 2018, and did not file for an extension. Failing to file by the required date could result in fines of \$25 per day up to a total of \$750 being assessed against the Village.

The Village should implement procedures to ensure their annual financial report to the Auditor of State is filed within sixty days of fiscal year end.



Keith Faber
Auditor of State

Columbus, Ohio

September 30, 2019

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VILLAGE OF BAIRDSTOWN

WOOD 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 15, 2019**