



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Village of Bloomingdale
Jefferson County
PO Box 429
Barnesville, Ohio 43713

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 Bloomingdale, Jefferson County, (the Village) for the years ended December 31, 2021 and 2020.

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, 2021 and 2020.

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. Auditor of State, Management Advisory Services (MAS) Bulletin 91-11 addresses the accounting procedures to follow regarding outstanding, stale dated checks issued by governmental entities. Section 9.39 of the Ohio Rev. Code provides that unclaimed money shall be deposited to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the General fund of the Public Office.

Testing over the Village's outstanding check register as of December 31, 2021 identified nine checks totaling \$337 that were outstanding longer than a year. This may result in cumbersome and/ or incorrect reconciliation.

The Village should implement policies and procedures which include reviewing the outstanding check lists for any stale dated checks and then place these checks in an unclaimed money fund as provided for in MAS Bulletin 91-11.

2. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices take certain actions with regard to their public record policy. Public offices must distribute their Public Records Policy to the employee who is the records custodian/manager or otherwise has custody of the records of that office and require that employee acknowledge receipt of the Public Records Policy. This section also states the public office should create and display in a conspicuous place in all locations where the public office has branch offices a poster describing the public records policy.

The Village's records custodian/manager has not acknowledged receipt of the Village's public records policy. In addition, the Village has not displayed their public records policy within Village hall as required. This could result in records requests not being fulfilled in accordance with Ohio law.

The Village shall display their public records policy for the public to see as required, and shall also have their designated records custodian/manager formally acknowledge in writing their receipt of the Village's Public Records Policy.

3. **Ohio Rev. Code §§ 109.43(B) and 149.43(E)(1)** require all state and local elected officials, or their designees, to attend 3 hours of training on Ohio's Public Records Laws during each term of office. The training received must be certified by the Ohio Attorney General. Proof of completion of training must include documentation either from the Attorney General's Office or from another entity certified by the Attorney General to provide the training to the elected official or his/her designee. Attendees who successfully complete the training will receive a certificate to serve as proof of training.

None of the Village's elected officials with terms ending in 2021, during their term of office, attended a required Certified Public Records Training or had an appropriate designee attend a training, due to deficiencies in internal controls over public record laws training procedures and monitoring. This could result in improper education of public offices regarding the offices' duties related to public records requests as well as improper withholding of information from stakeholders.

The elected officials, or their designee(s), shall, during their term of office, attend public records training and maintain proof of completion of the training.

Current Status of Matters Reported in our Prior Engagement

4. Our prior audit for the years ended December 31, 2019 and 2018 included a citation for failure to adopt a public records policy and records retention schedule. The Village had adopted a public records policy and records retention schedule. In addition, our prior audit for the years ended December 31, 2019 and 2018 identified receipts not being posted on a timely basis. The Village posted receipts on a timely basis in 2021 and 2020. Finally, our prior audit for the years ended December 31, 2019 and 2018 identified fund adjustments being made for outstanding payroll checks. No instances of fund adjustments were identified during 2021 and 2020.



Keith Faber
Auditor of State
Columbus, Ohio

August 30, 2022

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF BLOOMINGDALE

JEFFERSON 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 9/13/2022

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