



**VILLAGE OF GRATIOT
LICKING COUNTY**

BASIC AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015



Dave Yost • Auditor of State



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Village of Gratiot
Licking County
P.O. Box 379
Gratiot, Ohio 43740

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 Gratiot, Licking County, (the Village) for the years ended December 31, 2016 and 2015.

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 Government's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Government's financial statements, transactions or balances for the years ended December, 31 2016 and 2015.

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 three issues to report.

Current Year Observations

1. The Village's General Fund disbursements and encumbrances exceeded appropriations by \$2,705 for the year ended December 31, 2016. Ohio Rev. Code Section 5705.41(B) prohibits a disbursement of funds unless it has been appropriated. By disbursing amounts greater than appropriations, the Village has potentially authorized deficit spending. The Village should approve additional appropriations as necessary to properly authorize its expenditures.
2. The Village did not utilize a receipts ledger or appropriations ledger to track budgeted to actual receipts and expenditures. The Village should utilize receipts and appropriation ledgers in accordance with Administrative Code Sections 117-2-02(D)(2) and 117-2-02(D)(3), respectively.
3. The Village did not certify the availability of funds prior to the purchase commitment for all expenditures. The Village Fiscal Officer should certify all disbursements or issue Then and Now Certificates requiring certification in accordance with Ohio Rev. Code Section 5705.41(D).

Current Status of Matters we Reported in our Prior Engagement

Items 2 and 3 noted above, were also communicated in the prior audit for the years ended December 31, 2014 and 2013.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

July 10, 2017



Dave Yost • Auditor of State

VILLAGE OF GRATIOT

LICKING 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
AUGUST 3, 2017