

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

Financial Statements
(Audited)

For the Year Ended
December 31, 2016



Dave Yost • Auditor of State

Members of Council and Mayor
Village of Trimble
P. O. Box 121
Trimble, Ohio 45782-0112

We have reviewed the *Independent Auditor's Report* of the Village of Trimble, Athens County, prepared by Julian & Grube, Inc., for the audit period January 1, 2016 through December 31, 2016. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Trimble is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Dave Yost".

Dave Yost
Auditor of State

October 2, 2018

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**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

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Julian & Grube, Inc.
Serving Ohio Local Governments

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

Independent Auditor's Report

Village of Trimble
Athens County
P.O. Box 121
Trimble, Ohio 45782

To the Members of Council and Mayor:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type and related notes of the Village of Trimble, Athens County, Ohio, as of and for the year ended December 31, 2016.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Village of Trimble's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Village of Trimble's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Village of Trimble prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Village of Trimble does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village of Trimble as of December 31, 2016, and the respective changes in financial position or cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and related notes of the Village of Trimble, Athens County as of December 31, 2016, for the year then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Emphasis of Matter

As disclosed in Note 12, on May 13, 2014, the Auditor of State declared the Village of Trimble to be in a state of fiscal emergency, in accordance with Section 118.04 of the Ohio Revised Code. We did not modify our opinion regarding this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 27, 2018, on our consideration of the Village of Trimble's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Trimble's internal control over financial reporting and compliance.



Julian & Grube, Inc.
July 27, 2018

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2016

	Governmental Fund Types		Totals (Memorandum Only)
	General	Special Revenue	
Cash Receipts			
Property and Other Local Taxes	\$ 16,834	\$ 16,384	\$ 33,218
Municipal Income Tax	31,934	-	31,934
Intergovernmental	13,412	21,349	34,761
Fines, Licenses and Permits	600	-	600
Earnings on Investments	8	-	8
Miscellaneous	2,900	850	3,750
Total Cash Receipts	<u>65,688</u>	<u>38,583</u>	<u>104,271</u>
Cash Disbursements			
Current:			
Security of Persons and Property	-	18,895	18,895
Leisure Time Activities	-	2,072	2,072
Transportation	-	12,270	12,270
General Government	38,514	9,633	48,147
Debt Service:			
Principal Retirement	3,038	-	3,038
Interest and Fiscal Charges	39	-	39
Total Cash Disbursements	<u>41,591</u>	<u>42,870</u>	<u>84,461</u>
Excess of Receipts Over (Under) Disbursements	<u>24,097</u>	<u>(4,287)</u>	<u>19,810</u>
Net Change in Fund Cash Balances	24,097	(4,287)	19,810
Fund Cash Balances, January 1	<u>(65,422)</u>	<u>54,582</u>	<u>(10,840)</u>
Fund Cash Balances, December 31			
Nonspendable	-	-	-
Restricted	-	50,295	50,295
Committed	-	-	-
Assigned	-	-	-
Unassigned (Deficit)	(41,325)	-	(41,325)
Fund Cash Balances, December 31	<u>\$ (41,325)</u>	<u>\$ 50,295</u>	<u>\$ 8,970</u>

See accompanying notes to the financial statements

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
PROPRIETARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2016

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts	
Charges for Services	\$ 87,663
Total Operating Cash Receipts	87,663
Operating Cash Disbursements	
Personal Services	11,562
Contractual Services	1
Supplies and Materials	41,825
Other	12,402
Total Operating Cash Disbursements	65,790
Operating Income/(Loss)	21,873
Non-Operating Receipts (Disbursements)	
Intergovernmental	32,306
Other Debt Proceeds	185,422
Capital Outlay	(215,735)
Principal Retirement	(2,993)
Interest and Other Fiscal Charges	(767)
Total Non-Operating Receipts (Disbursements)	(1,767)
Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances	20,106
Net Change in Fund Cash Balances	20,106
Fund Cash Balances, January 1	65,383
Fund Cash Balances, December 31	\$ 85,489

See accompanying notes to the financial statements

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Note 1 - Reporting Entity

The Village of Trimble (the Village), Athens County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides general government services, street construction, repair and maintenance, as well as water utilities and street light services. The Village contracts with the Village of Jacksonville for fire protection services.

The Village participates in a jointly governed organization, the Trimble Township Wastewater Treatment District. Note 11 to the financial statements provides additional information for this entity. The District provides billing services for the Village's water utility services

On May 13, 2014, based on a request by the Village and, in accordance with the provisions of Ohio Rev. Code § 118.04, the Auditor of State's Office declared the Village to be in Fiscal Emergency. At the 2010 census, the Village of Trimble's population was 390. For a Village or Township with a population of less than 1,000, the Auditor of State serves as the financial supervisor and has all the powers and responsibilities of a financial planning and supervision commission. As such, the Auditor of State's office has helped develop a financial recovery plan for the Village and is monitoring its execution. Note 12 to the financial statements provides additional information

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

Note 2 - Summary of Significant Accounting Policies

A. Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary fund types which are organized on a fund type basis.

B. Fund Accounting

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

1. **General Fund** - The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.
2. **Special Revenue Funds** - These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Street Construction Maintenance and Repair - The street construction maintenance and repair fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

Street Levy Fund - The street levy fund accounts for monies received from property taxes for the upkeep of Village streets.

Permanent Improvement Fund - The permanent improvement fund receives fees for the upkeep of street lights.

3. ***Enterprise Funds*** These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Funds:

Water Operating Fund - The water operating fund receives charges for services from residents to cover water service costs for water provided to the Village.

Water Project Fund - The water project fund receives loan proceeds from the Ohio Water Development Authority and the Ohio Public Works Commission to finance water line replacements.

C. Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

D. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. ***Appropriations*** - Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, object level of control and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.
2. ***Estimated Resources*** - Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must approve estimated resources.

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

3. **Encumbrances** - The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over and need not be reappropriated.

A summary of 2016 budgetary activity appears in Note 4.

E. Deposits and Investments

The Village had one primary, interest bearing checking account and certificates of deposit during the audit period.

F. Capital Assets

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

G. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable - The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted - Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed - Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned - Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute.

Unassigned - Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Compliance

Contrary to Ohio Revised Code (ORC) Section 5705.41(D), the Village did not certify expenditures in a timely manner.

Contrary to ORC Sections 5705.38, 5705.40, and 5705.41(B), the Village did not timely pass an appropriation resolution, timely pass appropriation modifications and had expenditures exceeding appropriations in various funds.

Contrary to ORC sections 5705.38(C), the Village did not follow the minimum level of budgetary control when passing appropriations.

Contrary to ORC Sections 5705.36 and 5705.39, the Village did not certify appropriations with the county auditor and did not certify the proper beginning unencumbered balances.

Contrary to Internal Revenue Service Publication 15, Circular E, Employer's Tax Guide and Publication 15-A, Employer's Supplemental Tax Guide, the Village did not properly distinguish independent contractors from employees.

Contrary to ORC Section 149.43, the Village did not approve a public records policy, records retention schedule and did not have officials, or their designees, attend public records training.

Contrary to ORC Section 135.22, the Village did not attend continuing education sessions or obtain a notice of exemption from the Treasurer of State.

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Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Note 4 - Budgetary Activity

Budgetary activity as approved by Council for the year ending December 31, 2016 follows:

2016 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$48,000	\$65,688	\$17,688
Special Revenue	40,200	38,583	(1,617)
Enterprise	100,000	305,391	205,391
Total	\$188,200	\$409,662	\$221,462

2016 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$45,400	\$41,591	\$3,809
Special Revenue	40,200	42,870	(2,670)
Enterprise	100,000	285,285	(185,285)
Total	\$185,600	\$369,746	\$184,146

Note 5 - Deposits and Investments

The Village maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31 was as follows:

	2016
Demand deposits	\$94,460

Deposits

Deposits are insured by the Federal Depository Insurance and collateralized by the financial institution's public entity deposit pool.

Note 6 - Taxes

A. *Property Taxes*

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

B. Income Taxes

The Village levies a municipal income tax of one percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Note 7 - Risk Management

Workers' Compensation coverage is provided by the State of Ohio. The Village pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

Risk Pool Membership

The Village belongs to the Ohio Plan Risk Management, Inc. (OPRM) - formerly known as the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to § 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2012 (and through October 2014) the plan increased its retention to 50% of the first \$250,000 casualty treaty. Effective November 1, 2014, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 10% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had 762 members as of December 31, 2016.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Settlement amounts did not exceed insurance coverage for the past three fiscal years. Also, there has been no significant decrease in coverage from the prior year.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2016:

	2016
Assets	\$14,765,712
Liabilities	(9,531,506)
Members' Equity	\$5,234,209

You can read the complete audited financial statements for OPRM at the Plan's website, www.ohioplan.org.

Note 8 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

The Village's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postemployment healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Village contributed an amount equaling 14% of participants' gross salaries. The Village has paid all contributions required through December 31, 2016.

<i>Retirement Rates</i>	<i>Year</i>	<i>Member Rate</i>	<i>Employer Rate</i>
<i>OPERS – Local</i>	<i>2016</i>	<i>10%</i>	<i>14%</i>

Note 9 - Postemployment Benefits

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits.

Note 10 - Debt

Debt outstanding at December 31, 2016 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Ohio Water Development Authority (OWDA) Loan #6918	\$193,159	0.78%
Ohio Public Works Commission (OPWC) #CR25R	337,841	0.0%
Total	\$531,000	

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

The operating loan was obtained to provide financing for the payment of payroll taxes in arrears and the associated penalties and interest. This loan was backed by the full faith and credit of the Village and was paid off on July 1, 2016.

The Ohio Water Development Authority (OWDA) loan relates to a water line replacement project. The OWDA approved \$201,500 in loans to the Village for this project. The Village will repay the loans including 0.78% interest, over 30 years. The full amount of this loan is not yet finalized and the amortization schedule is not complete. The OWDA will adjust scheduled payment to reflect any revisions in amounts the Village actually borrows. Water receipts collateralize the loan. The Village has agreed to set utility rates sufficient to cover OWDA debt service requirements.

The Ohio Public Works Commission (OPWC) loan relates to a water distribution system replacement project. The OPWC approved \$337,841 in loans to the Village for this project. The Village will repay the loans in semiannual installments of \$5,631, over 30 years. Water and sewer receipts collateralize the loan. The Village has agreed to set utility rates sufficient to cover OPWC debt service requirements. This loan matures in July 2046.

Amortization of the above debt, include interest, is scheduled as follows:

Year ending December 31:	OPWC #CR25R
2017	\$11,262
2018	11,262
2019	11,262
2020	11,262
2021	11,262
2022-2026	56,306
2027-2031	56,306
2032-2036	56,306
2037-2041	56,306
2042-2046	56,307
Total	\$337,841

Note 11 - Jointly Governed Organizations

Trimble Township Wastewater Treatment District – The Trimble Township Wastewater Treatment District is a regional sewer district organized under Chapter 6119 of the Ohio Revised Code. The district operates under the direction of an eight-member Board of Council Members whose membership is composed of two appointments from each of the participating subdivisions which includes: Village of Trimble, Village of Jacksonville, Village of Glouster and Trimble Township. The membership elects a President, Vice President and a Secretary-Treasurer who are responsible for the fiscal control of the financial resources of the district. To obtain financial information, write to the Trimble Township Wastewater Treatment District, Jan Browning, Secretary-Treasurer, at 18551 Jacksonville Road, P.O. Box 278, Jacksonville, Ohio 45740.

Village of Trimble, Ohio
Athens County
Notes to the Financial Statements
for the Year Ended December 31, 2016

Note 12 - Deficit Fund Balance

The Village had a deficit fund balance of \$41,325 in the General Fund as of December 31, 2016. Currently, management is taking steps to reduce spending and to implement a system of accounting that will facilitate in the monitoring of the Village's finances.

On May 13, 2014, based on a request by the Village and, in accordance with the provisions of Ohio Rev. Code § 118.04, the Auditor of State's Office declared the Village to be in Fiscal Emergency. As such, the Auditor of State's office has helped develop a financial recovery plan for the village and is monitoring its execution.

As part of this recovery plan, the Village has instituted a local income tax and reviewed prior period activity for any expenditures which could be allocated to funds other than the General Fund.



Julian & Grube, Inc.

Serving Ohio Local Governments

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Village of Trimble
Athens County
P.O. Box 121
Trimble, Ohio 45782

To the Members of Council and Mayor:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts and disbursements by fund type of the Village of Trimble, Athens County, Ohio, as of and for the year ended December 31, 2016 and the related notes to the financial statements and have issued our report thereon dated July 27, 2018, wherein we noted the Village of Trimble followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. We also noted the Village of Trimble was declared by the Auditor of State to be in a state of fiscal emergency on May 13, 2014, as further discussed in Note 12.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Village of Trimble's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Village of Trimble's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of findings and responses we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A material weakness is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Village of Trimble's financial statements. We consider findings 2016-001, 2016-005, 2016-007, 2016-008 and 2016-012 described in the accompanying schedule of findings and responses to be material weaknesses.

To the Members of Council and Mayor:
Village of Trimble

A significant deficiency is a deficiency, or a combination of internal control deficiencies less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2016-011 described in the accompanying schedule of findings and responses to be a significant deficiency.

Compliance and Other Matters

As part of reasonably assuring whether the Village of Trimble's financial statement are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed instances of noncompliance or other matters we must report under *Government Auditing Standards* which are described in the accompanying schedule of findings and responses as items 2016-002 through 2016-006, 2016-009, 2016-010 and 2016-013.

Village of Trimble's Responses to Findings

The Village of Trimble's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not subject the Village of Trimble's responses to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results and does not opine on the effectiveness of the Village of Trimble's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Village of Trimble's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



Julian & Grube, Inc.
July 27, 2018

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS	
Finding Number	2016-001

Material Weakness - Pre-Numbered Duplicate Receipts

Maintaining bound, pre-numbered duplicate receipts books provides management with a record of all receipts flowing into the Village and assures that all monies collected are actually deposited and credited to the proper accounts of the Village.

The Village did not utilize bound, pre-numbered receipts to account for monies received either through the mail or at the Village Hall for the year ended December 31, 2016.

Failure to provide duplicate receipts or other support can result in receipts being incorrectly posted or omitted altogether. It can also result in questions as to the completeness of cash actually collected and deposited with the bank.

We recommend the Fiscal Officer maintain bound, pre-numbered duplicate receipt books to record revenues immediately upon receipt. The duplicate receipt should indicate the payee, amount, form of payment (cash or check), the purpose and the fund and account to credit. The Fiscal Officer should also retain copies of checks received as donations to provide additional supporting documentation.

Client Response: The Village will start using duplicate receipt books.

Finding Number	2016-002
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Noncompliance

Ohio Revised Code Section 5705.41(D) requires that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The Village did not certify expenditures for the year ended December 31, 2016.

Without timely certification, the Village may expend more funds than available in the Treasury, in the process of collection or in the funds appropriated. It may also result in unnecessary purchases.

We recommend that all orders or contracts involving the expenditure of money be timely certified to ensure all monies expended are lawfully appropriated and available in the treasury or in the process of collection. A policy and procedure statement adopted by the Council and distributed at least annually may be beneficial. The Village should consider using “Then” and “Now” certificates where applicable.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-002 - (Continued)

Client Response: The Fiscal Officer will discuss with auditors to gain a better understanding of this requirement.

Finding Number	2016-003
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Noncompliance

Ohio Revised Code Section 5705.40 outlines the requirements for amending and supplementing appropriations. This section requires that any amendments to an appropriation measure must be made by Council resolution and comply with the same provisions of the law as used in developing the original appropriations.

The Village did not properly modify its appropriations throughout the fiscal year ended December 31, 2016.

By not timely and properly modifying the appropriations, the potential to overspend in certain funds exists.

We recommend the Village comply with the Ohio Revised Code and monitor appropriations and certified resources to ensure proper budgeting and to prevent excess spending. In addition, the Village should monitor its budgetary process on a regular basis and make amendments as necessary.

Client Response: Appropriations are now being monitored.

Finding Number	2016-004
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Noncompliance

Ohio Rev. Code § 5705.38 provides that, on or about the first day of each fiscal year, an appropriation measure is to be passed. If the taxing authority wants to postpone the passage of the annual appropriation measure until an amended certificate is received from the county budget commission based upon the actual year end balances, it may pass a temporary appropriation measure for meeting the ordinary expenses until no later than April 1.

The Village passed the appropriation resolution for the year ended December 31, 2016 on March 14, 2016 without previously passing temporary appropriation measures.

**VILLAGE OF TRIMBLE
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**SCHEDULE OF FINDINGS AND RESPONSES
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FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-004 - (Continued)

Further, Ohio Revised Code Section 5705.41(B) requires in part that no subdivision is to expend monies unless it has been appropriated.

For the fiscal year ended December 31, 2016, the following funds had expenditures plus outstanding encumbrances in excess of appropriations at the legal level of control:

	Appropriations	Expenditures	Excess
Street Levy Fund	\$ 7,500	\$ 7,974	\$ 474
Fire Fund	3,500	10,299	6,799
Permanent Improvement Fund	8,500	8,597	97
Water Fund	100,000	285,285	185,285

With expenditures exceeding appropriations, the Village is spending monies that have not lawfully been appropriated by the Village Council. This may result in unnecessary spending.

We recommend the Village comply with the Ohio Revised Code and the Auditor of State Bulletin 97-010 by monitoring their expenditures so they do not exceed lawful appropriations and amending the budget as needed throughout the fiscal year. This may be achieved by monitoring the budget more closely on a continual basis.

Client Response: The Village is now aware of these requirements and has implemented them.

Finding Number	2016-005
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Noncompliance/Material Weakness

Ohio Revised Code Section 5705.38(c) requires the following minimum level of budgetary control for Villages: “Appropriation measures shall be classified so as to set forth separately the amounts appropriated for each office, department, and division, and, within each, the amount appropriated for personal services”.

The Village’s appropriations for the year ended December 31, 2016 were passed at the fund level.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-005 - (Continued)

By not appropriating at the level of control required by the Ohio Revised Code, the Village risks insufficient oversight over expenditures since Village Council will not have sufficiently detailed budget vs. actual information available to them.

We recommend the Village pass appropriations in accordance with the Ohio Revised Code.

Client Response: The Fiscal Officer has discussed with the auditors to better understand what is needed.

Finding Number	2016-006
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Noncompliance

Ohio Revised Code Section 5705.39 provides that no appropriation measure shall become effective until the county auditor files with the appropriating authority a certificate that the total appropriations from each fund, taken together with all other outstanding appropriations, do not exceed such official estimate or amended official estimate.

Ohio Revised Code Section 5705.36 provides that on or about the first day of each fiscal year, the fiscal officer of each subdivision and other taxing unit shall certify to the county auditor the total amount from all sources available for expenditures from each fund. The amount certified shall include any unencumbered balances that existed at the end of the preceding year.

The Village did not certify appropriations with the county auditor for the year ended December 31, 2016. Furthermore, the Village certified incorrect beginning unencumbered balances to the county auditor.

By not certifying appropriations with the county auditor, the potential to have total appropriations exceed total estimated resources exists. By certifying incorrect beginning unencumbered balances with the county auditor, the Village does not have proper estimated resources in which to appropriate against. Also, the county auditor will have inaccurate information when comparing appropriations against estimated resources.

We recommend the Village comply with the Ohio Revised Code and file appropriations with the county auditor to certify that appropriations do not exceed estimated resources. We also recommend the Village compare the beginning unencumbered balances per it's system to what is submitted to the county auditor. The Village can amend this certificate if it determines the beginning unencumbered balances have changed.

Client Response: The Village is now aware of these requirements and has implemented them.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-007

Material Weakness - On-Behalf Activity

Auditor of State Bulletins 2000-008 and 2002-004 provide guidance for local governments participating in on-behalf programs with other governments as to the application of Statement No. 24 of the Governmental Accounting Standards Board. In general, when a local government enters into an on-behalf program agreement with another local government or the State (or the federal government, if applicable), whereby the local government or its residents are the beneficiaries under the agreement, the cash value benefit of the program received under the agreement should be recorded as memorandum receipts and disbursements in the year on-behalf disbursements are made.

The Fiscal Officer did not record the 2016 on-behalf transactions related to receipts and expenditures for OWDA projects 6918 or OPWC project CR25R. This resulted in audit adjustments in the Water Project Fund to record the activity of \$183,429 in receipts and disbursements. The presented financial statements reflect the above adjustments.

The Fiscal Officer should record all on-behalf payments to their accounting system as outlined in the aforementioned bulletins. Further, the Fiscal Officer should incorporate budgeted activity relating to the on-behalf receipts and disbursements in budget to actual reports presented to Council. Also, the Village should amend its appropriations and estimated resources to account for all on-behalf activity.

Client Response: The Village was not aware of this requirement. The OWDA and OPWC projects are now complete.

Finding Number	2016-008
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Material Weakness - Financial Statement Presentation

Accurate financial reporting is required in order to provide management and other stakeholders with objective and timely information to enable well-informed decisions.

Numerous adjustments were made to the financial statements for the year ended December 31, 2016 to properly state financial statement amounts.

The audited financial statements, note disclosures and Village records have been adjusted for the misstatements identified during the audit.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-008 - (Continued)

Presentation of materially correct financial statements and the related footnotes is the responsibility of management. This responsibility remains intact even if management decides to outsource this function for efficiency purposes or any other reason. In either case, it is important that control procedures are developed related to the financial statements that enable management to identify, prevent, detect and correct potential misstatements in the financial statements and footnotes. In general, an accounting and information system should be designed to provide management with accurate and timely information to enable well-informed business decisions to be made.

We recommend the Village of Trimble implement additional control procedures that enable management to more timely prevent or detect and correct potential misstatements in the basic financial statements prior to presenting them to the auditors.

Client Response: No response provided by client.

Finding Number	2016-009
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Noncompliance

Internal Revenue Service Publication 15, Circular E, Employer’s Tax Guide and Publication 15-A, Employer’s Supplemental Tax Guide, defines employees versus independent contractors.

Generally, a worker who performs services for you is your employee if you have the right to control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the right to control the details of how the services are performed. See Publication 15-A, Employer's Supplemental Tax Guide, for more information on how to determine whether an individual providing services is an independent contractor or an employee.

Generally, people in business for themselves are not employees. Independent contractors are people such as lawyers, contractors, subcontractors, public stenographers and auctioneers who follow an independent trade, business, or profession in which they offer. However, whether such people are employees or independent contractors depends on the facts in each case. The general rule is that an individual is an independent contractor if you, the person for whom the services are performed, have the right to control or direct only the result of the work and not the means and methods of accomplishing the result.

The Village Solicitor, Frank Lavelle, was identified by the Village as an employee and received a W-2 from the Village for the year ended December 31, 2016. Failure to properly classify an individual as an employee or independent contractor could result in the Village being held liable for employment taxes for that worker or paying unnecessary employer taxes.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2016-009 - (Continued)

The Village should review the Publications referred to above to determine whether their Solicitor is an employee or an independent contractor. The IRS can determine whether the services are performed as an employee or independent contractor for the Commission by submitting Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding. The Village should also submit the proper tax forms relating to employees and independent contractors.

Client Response: The Fiscal Officer will review the publication.

Finding Number	2016-010
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Noncompliance

Ohio Rev. Code § 149.43 provides that all public records shall be promptly prepared and made available to any member of the general public at all reasonable times during regular business hours for inspection. Upon request, a person responsible for public records shall make copies available at cost, within a reasonable period of time. In order to facilitate broader access to public records, public offices shall maintain public records in such a manner that they are available for inspection.

Pursuant to Ohio Rev. Code § 149.43(B)(2), the entity shall have available a copy of its current records retention schedule at a location readily available to the public.

All state and local elected officials, or their designees, must attend at least 3 hours of training on Ohio's public records laws during each term of office [Ohio Rev. Code §§ 109.43(B) & 149.43(E)(1)]. The training received must be certified by the Ohio Attorney General. Proof that training has been completed must include documentation that either the Attorney General's Office or another entity certified by the Attorney General provided 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.

The Village did not have public records policy nor a records retention schedule in place for the year ended December 31, 2016. Further, the Village officials or their designees did not attend public records training for the year ended December 31, 2016.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS – (Continued)	
Finding Number	2016-010 - (Continued)

The Village Council should approve a public records policy and records retention schedule based on guidance in Ohio Rev. Code § 149.43 and Auditor of State Bulletin 2007- 014. Officials, or their designees, should attend public records training.

Client Response: The Fiscal Officer had thought this was corrected. The Village will ask that the solicitor assist with implementation.

Finding Number	2016-011
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Significant Deficiency - Personnel Files

The Village management should maintain personnel files on hand for all employees and elected officials. Personnel files should include:

- Hiring authorization
- Position & Authorized Salary Rate
- Department/Fund to which salary will be charged
- Deduction authorizations
- OPERS Authorization
- Federal Withholding Form W-4
- State Withholding Form IT-4

The Village failed to maintain hiring authorizations, position and salary rate, and department forms for one employee for the year ended December 31, 2016. Failure to maintain proper and complete personnel records could result in incorrect computation of employee paychecks.

Further, the Village failed to obtain Federal Identification Form W-9 for one independent contractor for the year ended December 31, 2016. The Village provided this contractor with a W-2 for the year ended December 31, 2016 instead of a 1099. Failure to obtain and submit the required reports for all vendors could result in unexpected tax liabilities, fines, and penalties for the Village and the employees of the Village.

The Fiscal Officer should maintain complete personnel files for all employees and elected officials. The Fiscal Officer may not withhold amounts unless the documentation authorizing him/her to do so is on file.

Client Response: The Village will update files and issue all proper forms when applicable.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS – (Continued)	
Finding Number	2016-012

Material Weakness – Water Department:

Water billing reports should be presented to Council for review and approval each month. The reports should be reviewed to determine that the number of customers being billed monthly is consistent, that there are no unusual amounts charged or unusual usages noted, and that the appropriate rates are charged. Further, billing adjustments posted to the billing reports should be approved prior to posting.

A Village Employee is tasked with billing water customers on behalf of the Village. For the year ended December 31, 2016, Council did not review or approve monthly water billing reports maintained by the employee. Also, billing adjustments were not reviewed by anyone other than the individual posting the adjustment. This lack of oversight by the Village and Council could result in undetected errors or significant variances.

Further, the Village Employee is tasked by the Village to:

- ensure automatic meter readings are recorded in the Village’s system
- send water bills to customers
- receive customer payments
- deposit customer payments
- enter billing adjustments
- gather monthly billing reports,

By relying on one employee for all responsibilities of the Water Department, the Village could expose itself to higher risks of fraud and the inability to timely identify, prevent, and correct potential misstatements.

The Village should distribute responsibilities of the Water Department to more than one employee of the Village, present monthly billing reports to the Council for review and approval, and approve all billing adjustments.

Client Response: The water reports will be presented to Council beginning with the August 2018 meeting. Distributing responsibilities will be discussed with Council at that time.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS – (Continued)	
Finding Number	2016-013

Noncompliance

Ohio Rev. Code § 135.22 provides that subdivision Treasurers must complete annual continuing education programs provided by the Treasurer of State. The Treasurer of State issues a certificate indicating that the treasurer has successfully completed the continuing education program. The continuing education requirement does not apply to a subdivision treasurer who annually provides a notice of exemption to the Auditor of State, certified by the Treasurer of State, that the treasurer is not subject to the continuing education requirements because the Treasurer invests or deposits public funds in the following investments only:

1. Interim deposits pursuant to § 135.14(B)(3)
2. STAR Ohio pursuant to § 135.14(B)(6)
3. No-load money market mutual funds pursuant to § 135.14(B)(5)

The Fiscal Officer did not obtain a certificate of exemption certified by the Treasurer of State. Failure to file the required exemption could lead to the Fiscal Officer improperly investing due to lack of education and lack of verification by the Treasurer of State that no training was required for investments held.

The Fiscal Officer should file an Annual Notice of Exemption from continuing education requirements with the Ohio Treasurer’s Office Center for Public Investment Management. The form can be obtained at www.tos.ohio.gov.

The Fiscal Officer should attend continuing education sessions or obtain a notice of exemption from the Treasurer of State.

Client Response: No response provided by client.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2016**

Finding Number	Finding Summary	Status	Additional Information
2015-001	A noncompliance citation of Ohio Rev. Code § 149.43 for not attending public records training or adopting a public records policy or records retention schedule.	Not Corrected	Finding repeated as 2016-010 as the Village did not adopt the aforementioned policies or attend the required training.
2015-002	A noncompliance citation of Ohio Rev. Code § 135.22 for not attending continuing education programs or obtaining a certificate of exemption.	Not Corrected	Finding repeated as 2016-014 as the Village did not attend programs or obtain exemption certificate.
2015-003	A noncompliance and internal control deficiency citation of Ohio Rev. Code § 149.351(A) for failure to maintain all records.	Corrected	N/A
2015-004	A noncompliance citation of Ohio Rev. Code § 733.40 for untimely remittances of Mayor's court fines to the Village.	Finding no longer valid	The Village no longer operates a Mayor's Court.
2015-005	A noncompliance citation of Ohio Rev. Code § 1905.21 for failure to properly maintain an accurate and complete Mayor's Court docket, cashbook, and case files.	Finding no longer valid	The Village no longer operates a Mayor's Court.
2015-006	A noncompliance and internal control deficiency citation of Ohio Rev. Code § 2949.091 for failure to remit state portions of court moneys collected.	Finding no longer valid	The Village no longer operates a Mayor's Court.
2015-007	A noncompliance citation of Ohio Rev. Code § 5705.12 for failure to obtain proper approval for the establishment of new funds.	Finding no longer valid	The Village did not establish new funds during the audit period.
2015-008	A noncompliance citation of Ohio Rev. Code § 5705.36(A)(1) for not certifying estimated resources.	Corrected	N/A

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2016**

Finding Number	Finding Summary	Status	Additional Information
2015-009	A noncompliance citation of Ohio Rev. Code § 5705.38 for failure to adopt appropriations	Not Corrected	Repeated as finding 2016-004 for failure to adopt appropriations timely and for having expenditures in excess of appropriations.
2015-010	A noncompliance citation of Ohio Rev. Code § 5705.41(D)(1) for not certifying the availability of funds.	Not Corrected	Repeated as finding 2016-002 for failure to certify the availability of funds.
2015-011	An internal control deficiency citation of Auditor of State Bulletin 2002-004 for failure to record on-behalf transactions.	Not Corrected	Repeated as finding 2016-007 for failure to record on-behalf transactions.
2015-012	A noncompliance and internal control deficiency citation of Ohio Admin Code § 117-2-02(A) for posting revenue and expenditure transactions incorrectly.	Not Corrected	Repeated as finding 2016-008 for failure to accurately report the Village's financial information.
2015-013	A noncompliance citation of 26 U.S.C. 3402 (a)(1) for failure to withhold state and employment-related taxes.	Corrected	N/A
2015-014	A noncompliance citation of Internal Revenue Service Publication 15, Circular E, Employer's Tax Guide and Publication 15-A, Employer's Supplemental Tax Guide for failure to properly distinguish Village employees from independent contractors.	Not Corrected	Repeated as finding 2016-009 for failure to properly distinguish Village employees from independent contractors.
2015-015	An internal control deficiency citation for failure to maintain bound, pre-numbered duplicate receipts for all receipts flowing into the Village.	Not Corrected	Repeated as finding 2016-001 for failure to maintain prenumbered receipts for all receipts flowing into the Village.

**VILLAGE OF TRIMBLE
ATHENS COUNTY, OHIO**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2016**

Finding Number	Finding Summary	Status	Additional Information
2015-016	An internal control deficiency citation for not adopting policies to govern use of Village credit cards, fuel purchasing account, and use of Village-owned vehicles and equipment.	Corrected	N/A
2015-017	An internal control deficiency citation for failure to maintain all personnel files on hand for all employees and elected officials.	Not Corrected	Repeated as finding 2016-011 for failure to maintain all personnel files
2015-018	An internal control deficiency citation of the Water Department for failure to obtain formal approval of billing report adjustments.	Not Corrected	Repeated as finding 2016-012 for failure to approve adjustments
2015-019	An internal control deficiency citation for failure to present monthly water billing reports to Council for approval.	Not Corrected	Repeated as finding 2016-012 for failure to present monthly reports to Council for approval



Dave Yost • Auditor of State

VILLAGE OF TRIMBLE

ATHENS 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 16, 2018