



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Adamsville
Muskingum County
8085 East Street
Adamsville, Ohio 43802

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Village of Adamsville, Muskingum 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 § 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 § 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 State of Ohio tax withholdings for the fourth quarter of 2018 that was due on January 15, 2019 was not remitted to the Ohio Treasurer of State until September 25, 2019 contrary to Ohio Rev. Code § 5747.07. The Fiscal Officer should remit withholding amounts due to appropriate agency by the required deadline to avoid the Village being charged penalties for late filing.
2. We noted the Village maintained estimated receipts in the Village's receipt ledger but did not certify the actual unencumbered fund balance and estimated revenue for each fund to the County Auditor for 2018 as required by Ohio Rev. Code § 5705.36. Therefore, no amended certificate was issued for 2018 by the Budget Commission. This resulted in Village appropriations exceeding estimated resources filed with the County Auditor by \$7,383 at December 31, 2018 in the General Fund. On or about the first day of each fiscal year, the Village Fiscal Officer should certify its actual unencumbered fund balance and estimated revenue for each fund to the County Auditor. The Fiscal Officer should also monitor budgetary activity so that appropriations do not exceed estimated resources.
3. Ohio Rev. Code § 117.38 requires entities filing on a cash-basis to file annual reports with the Auditor of State within 60 days of the fiscal year-end. We noted the Village did not file its 2018 and 2017 financial statements and notes in the Hinkle system until September 25, 2019. The Village Fiscal Officer should file the Village's financial statements and notes in the Hinkle system within 60 days of year-end as required.

Current Status of Matters Reported in our Prior Engagement

In addition to the matters reported in the Current Year Observation section above, our prior audit for the years ended December 31, 2016 and 2015 included the following matters which were not corrected in the 2018-17 audit:

1. We noted tax settlements were posted at the net amount rather than the gross settlement amount. This results in the receipts and disbursements being understated. The Fiscal Officer should record all tax settlements at the gross amount. The corresponding fees charged to the Village should be posted as memorandum disbursements.
2. We noted the Village recorded manufactured home tax settlements as Intergovernmental receipts rather than as Property and Other Local Taxes. The Fiscal Officer should record all tax settlements according to the Village Officer's Handbook.
3. The Village did not include the amount of a certificate of deposit of Village funds in its cash journal or financial statements prepared for 2016 or 2015; however, the certificate of deposit was properly included in a note disclosure in the notes to the financial statements. The Village should include all interim deposits in the cash journal as well as the annual financial statements.



Keith Faber
Auditor of State
Columbus, Ohio

September 30, 2019

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VILLAGE OF ADAMSVILLE

MUSKINGUM 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**