



Dave Yost • Auditor of State





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Village of Milton Center  
Wood County  
22230 Defiance Street  
Milton Center, Ohio 43541

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 Milton Center, Wood County, Ohio (the Village), for the years ended December 31, 2012 and 2011.

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, 2012 or 2011.

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.

## Current Year Observations

1. We examined the bank reconciliation prepared as of December 31, 2012. It included an unexplained reconciling item of \$734, which results in actual cash available exceeding fund balances by this amount. The fiscal officer was able to determine what this amount represented and was corrected at the time of the review. Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period. Unidentified differences result in inaccurate fund cash balance. The fiscal officer should review transactions recorded since the last reconciliation and correct any errors.
2. The Village does not maintain a payroll ledger. This could result in inaccuracies of gross pay, withholdings and net pay. The Village should maintain a payroll ledger and document gross pay, withholdings, and net pay by employee.
3. Estimated receipts are not being posted to the receipts journal. This circumvents the necessary review process of the Village Council. Estimated receipts should be posted to the receipts journal and reviewed by the Council monthly to assure the budgetary process of the Village is being adhered to.
4. The Street Construction Maintenance and Repair Fund had a deficit balance of \$2,000 for the year ended December 31, 2012. Ohio Rev. Code Section 5705.10(H) states that money paid into any fund shall be used only for the purpose for which the fund was established. Village Council should review financial records to make sure the amounts are reflected in the appropriate funds and there are sufficient funds to pay obligations.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D" and a long, sweeping tail on the "y".

**Dave Yost**  
Auditor of State

July 31, 2013



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**VILLAGE OF MILTON CENTER**

**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  
AUGUST 13, 2013**