



Dave Yost • Auditor of State



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Village of Elgin
P. O. Box 29
Elgin, Ohio 45838

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 Elgin, Van Wert County, Ohio, (the Village) for the years ended December 31, 2014 and 2013.

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 Village's financial statements, transactions or balances for the years ended December 31, 2014 and 2013.

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, 2014. It did not include a saving account the Village holds in the amount of \$28,451.

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 information, and conceivably could cause deficit spending. The fiscal officer should review transactions recorded since the last reconciliation and properly correct the error.

2. We noted that the Village of Elgin does not maintain a revenue ledger, therefore they were not able to integrate budgetary data. Maintaining a revenue ledger with integrated budgetary data allows Council to review revenue per fund / account and to evaluate amounts received to budgetary estimates for the year. The Village of Elgin should maintain a revenue ledger with integrated budgetary data. This was also reported in the prior basic audit report.
3. The Village did no maintain supporting documentation for the tax settlement sheets for both 2013 and 2014. Because the tax settlement sheets allocate gross amounts that are to be reported as tax revenue and deduction amounts that are to be reported as disbursements, the Village of Elgin should maintain the tax settlement sheets as supporting documentation. This was also reported in the prior basic audit report.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

May 11, 2015

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VILLAGE OF ELGIN

VAN WERT 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
MAY 26, 2015