



OHIO AUDITOR OF STATE
KEITH FABER





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BASIC AUDIT REPORT

Jefferson Township
Coshocton County
26657 County Road 22
Warsaw, Ohio 43844

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Jefferson Township, Coshocton County, (the Township) for the years ended December 31, 2024 and 2023.

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 Township's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Township's financial statements, transactions or balances for the years ended December 31, 2024 and 2023.

The Township'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. Ohio Rev. Code §§ 505.24(C) and 507.09(D) set forth the method by which compensation should be allocated for the township trustees and fiscal officer, respectively. By summary, Ohio Revised Code § 505.24(C) permits trustees to receive per diem payments or annual salaries if voted upon unanimously by the township board of trustees.

If using the annual salary compensation method, the amount of the annual salary approved by the board shall be no more than the maximum amount that could be received annually by a trustee if the trustee were paid on a per diem basis as specified in Ohio Revised Code § 505.24(C), and shall be paid from the township general fund or from other township funds in such proportions as the board may specify by resolution. Each trustee shall certify the percentage of time spent working on matters to be paid from the township general fund and from other township funds in such proportions as the kinds of services performed.

In accordance with Ohio Rev. Code § 507.09(D) a township fiscal officer may be compensated from the township general fund or from other township funds based on the proportion of time the township fiscal officer spends providing services related to each fund. A township fiscal officer must document the amount of time the township fiscal officer spends providing services related to each fund by certification specifying the percentage of time spent working on matters to be paid from the township general fund or from other township funds in such proportions as the kinds of services performed.

In 2024 and 2023, the Township properly completed time certifications, therefore, all gross salaries, and related employer contributions (OPERS, Medicate, and insurance reimbursements) necessary should have been paid from the General Fund and Gasoline Fund in accordance with the percentages certified. These percentages were 10% from the General Fund and 90% from the Gasoline Tax Fund for the trustees and 60% from the General and 40% from the Gasoline Tax Fund for the fiscal officer. The Township improperly charged OPERS contributions to funds other than those certified, resulting in the following mispostings:

- During 2024, the trustee portion was overcharged to the General and Road and Bridge Funds and undercharged to the Gasoline Tax fund in the amounts of \$1,410, \$4,626 and (\$6,036), respectively.
- During 2024, the fiscal officer portion was overcharged to the Gasoline Tax Fund and undercharged to the General fund in the amount of \$762.
- During 2023, the trustee portion was overcharged to the General and Road and Bridge Funds and undercharged to the Gasoline Tax fund in the amounts of \$1,333, \$4,373 and (\$5,706), respectively.
- During 2023, the fiscal officer portion was overcharged to the Gasoline Tax Fund and undercharged to the General fund in the amount of \$697.

These errors were partially mitigated in that the General Fund can pay for all legal disbursements of the Township. Therefore, the net error resulted in the Gasoline Tax Fund balance being overstated and the Road and Bridge Fund being understated by \$8,999 in total. Management has made the adjustments to correct these errors on the Township's the accounting records.

The Township should adopt and implement internal control procedures to assure proper posting of expenditures.

2. Township management is responsible for the preparation and fair presentation of their financial statements; 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 as discussed in AU-C Section 210 paragraphs .A14 & .A16.

During 2024 and 2023, errors were noted with the Notes to the Financial Statements for the following note disclosures:

- Deposits and Investments
- Defined Benefit Pension Plans
- Debt
- Fund Balances

Township management should utilize the most current available templates for Financial Statements and Notes to the Financial Statements on the Auditor of State's website when preparing the annual financial statements.



Keith Faber
Auditor of State
Columbus, Ohio

May 7, 2025

OHIO AUDITOR OF STATE KEITH FABER



JEFFERSON TOWNSHIP

COSHOCTON COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 5/20/2025

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This report is a matter of public record and is available online at
www.ohioauditor.gov