



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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## BASIC AUDIT REPORT

Village of Midway  
Madison County  
PO Box 119  
Sedalia, Ohio 43151

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 Midway, Madison County, (the Village) for the years ended December 31, 2024 and December 31, 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 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, 2024 and December 31, 2023.

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. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices to adopt a public records policy in compliance with this section for responding to public records request and the public office shall create a poster that describes its public records policy and shall post the poster in a conspicuous place in the public office. We noted that the Village did not create or post a public records policy poster in a conspicuous location. Failure to post a public records policy may result in records not being readily available for public inspection and could lead to noncompliance with Ohio law.
2. The Village was unable to provide written documentation that the Village's records custodian or records manager acknowledged receipt of the copy of the Village's Public Records Policy. **Ohio Rev. Code § 149.43(E)(2)** requires the person designated as the records custodian or records manager or person who otherwise has custody of the records of that office to acknowledge receipt of the copy of the public records policy. The Village should maintain and provide written documentation to demonstrate that its Public Records Policy was provided to the current records custodian or records manager. Failure to do so could result in the violation of Sunshine Laws.

3. **Ohio Rev. Code § 149.43(E)(2)** requires a public office that has established a manual or handbook of its general policies and procedures for all employees of the public office shall include the public records policy of the public office in the manual or handbook. We noted the Village did not have their public records policy in the Village's employee handbook. Failure to include the policy in employee handbook may lead to noncompliance with Ohio law.
4. **Ohio Rev. Code § 117.38** states, "the financial report shall be filed with the Auditor of State within sixty days following the last day of the Village's fiscal year, unless the Auditor of State extends that deadline."

We noted that the December 31, 2024 annual financial report was filed in the Auditor of State's Hinkle System on August 4, 2025, which was after the filing deadline of March 3, 2025. The Village should implement control procedures to help ensure annual reports are completed and filed in a timely manner.

5. **Ohio Rev. Code § 733.81(C)** requires that a newly elected or appointed fiscal officer complete at least six hours of initial education programs before commencing, or during the first year of office. A fiscal officer may apply hours completed under training programs held pursuant to **Ohio Rev. Code § 117.44** toward this requirement. We noted that in 2024, the current Fiscal Officer, Zoe Hamm, was appointed and did not complete the required training within her first year of office, as required by **Ohio Rev. Code § 733.81(C)**.
6. **Ohio Rev. Code § 5747.06** requires employers to withhold local income taxes from employee compensation on the date the employer directly, indirectly, or constructively compensates or credits the employee. We noted that in both 2023 and 2024, the Village only withheld Federal taxes and pension contributions from employee salaries and did not properly withhold \$162.75 in school district income taxes for Madison Plains Local School District. Additionally, **26 U.S.C. §3402** states every employer making payment of wages shall deduct and withhold upon such wages a tax determined in accordance with tables or computational procedures prescribed by the Secretary of Treasury. Federal income taxes for the fourth quarter of 2024 were due on January 31, 2025, but payment was not made until February 3, 2025. Failure to properly withhold local and federal taxes may result in penalties and interest. Late federal tax payments may also result in penalties or interest.
7. We examined the bank reconciliation prepared as of December 31, 2024 and 2023. It included an unexplained reconciling item of \$4,813 as of December 31, 2024, which results in fund balances exceeding actual available cash by this amount. The fiscal officer was unable to determine what this amount represented. There was also no documentation of the governing board review of the bank statement.

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 correct the error.

Also, the Village's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft.

KEITH FABER  
Ohio Auditor of State

A handwritten signature in black ink that reads "Tiffany L Ridenbaugh". The signature is written in a cursive, flowing style.

Tiffany L Ridenbaugh, CPA, CFE, CGFM  
Chief Deputy Auditor

August 25, 2025

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# OHIO AUDITOR OF STATE KEITH FABER



**VILLAGE OF MIDWAY**

**MADISON 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 9/9/2025**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)