

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 1997 - 1996**

VILLAGE OF DELLROY  
CARROLL COUNTY

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OFFICE OF THE AUDITOR

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**REPORT OF INDEPENDENT ACCOUNTANTS**

Members of Council  
Village of Dellroy  
P.O. Box 174  
2 East Main Street  
Dellroy, Ohio 44620

We have audited the accompanying financial statements of the Village of Dellroy, Carroll County, (the Village), as of and for the years ended December 31, 1997 and December 31, 1996. These financial statements are the responsibility of the Government's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Village prepares its financial statements on a basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Village of Dellroy, Carroll County, as of December 31, 1997 and December 31, 1996, and its combined cash receipts and cash disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 10, 1999 on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations and contracts.

This report is intended solely for the information and use of management, Village Council and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

  
JIM PETRO  
Auditor of State

November 10, 1999

VILLAGE OF DELLROY  
CARROLL COUNTY

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES  
IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES -  
FOR THE YEAR ENDED DECEMBER 31, 1997

	General	Special Revenue	Debt Service	Total (Memorandum Only)
<b>Cash receipts:</b>				
Local Taxes	\$13,341	\$4,772	\$5,845	23,958
Intergovernmental Revenues	35,892	13,205	0	49,097
Fines, Licenses, and Permits	9,199	0	0	9,199
Interest Revenue	238	117	19	374
Miscellaneous	2,579	0	0	2,579
<b>Total cash receipts</b>	<b>61,249</b>	<b>18,094</b>	<b>5,864</b>	<b>85,207</b>
<b>Cash disbursements:</b>				
Security of Persons and Property	22,354	5,341	0	27,695
Public Health Services	893	0	0	893
Community Environment	47	0	0	47
Transportation	0	12,845	0	12,845
General Government	24,425	149	0	24,574
Capital Outlay	9,130	0	0	9,130
Debt Service	6,136	0	5,864	12,000
<b>Total program disbursements</b>	<b>62,985</b>	<b>18,335</b>	<b>5,864</b>	<b>87,184</b>
<b>Total receipts over/(under) program disbursements</b>	<b>(1,736)</b>	<b>(241)</b>	<b>0</b>	<b>(1,977)</b>
Fund cash balances January 1, 1997	8,710	5,445	56	14,211
<b>Fund cash balances, December 31, 1997</b>	<b>\$6,974</b>	<b>\$5,204</b>	<b>\$56</b>	<b>\$12,234</b>
Reserve for encumbrances, December 31, 1997	\$718	\$22	\$0	\$740

*The notes to the financial statements are an integral part of this statement.*

VILLAGE OF DELLROY  
CARROLL COUNTY

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES  
IN FUND CASH BALANCES - AGENCY FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 1997

	Agency
<b>Operating cash receipts:</b>	
Mayor's court receipts	<u>\$11,751</u>
Total operating cash receipts	11,751
<b>Operating cash disbursements:</b>	
Payments to Village	8,719
Payments to State	1,826
Miscellaneous	94
Payments to others for overpayments	<u>5</u>
Total operating cash disbursements	10,644
Operating income/(loss)	1,107
Fund cash balances, January 1, 1997	<u>40</u>
<b>Fund cash balances, December 31, 1997</b>	<b><u>\$1,147</u></b>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES  
IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES -  
FOR THE YEAR ENDED DECEMBER 31, 1996**

	General	Special Revenue	Debt Service	Total (Memorandum Only)
<b>Cash receipts:</b>				
Local Taxes	\$12,777	\$4,791	\$3,341	20,909
Intergovernmental Revenues	26,363	12,134	0	38,497
Fines, Licenses, and Permits	7,537	0	0	7,537
Interest Revenue	0	0	11	11
Miscellaneous	14,503	124	0	14,627
	<hr/>	<hr/>	<hr/>	<hr/>
Total cash receipts	61,180	17,049	3,352	81,581
<b>Cash disbursements:</b>				
Security of Persons and Property	29,721	5,518	0	35,239
Public Health Services	1,280	0	0	1,280
Community Environment	25	0	0	25
Transportation	0	11,324	0	11,324
General Government	21,560	0	0	21,560
Debt Service	0	0	5,000	5,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total program disbursements	52,586	16,842	5,000	74,428
Total receipts over/(under) program disbursements	8,594	207	(1,648)	7,153
<b>Other Financing Sources (Uses)</b>				
Transfers In	0	0	1,704	1,704
Transfers Out	(1,704)	0	0	(1,704)
	<hr/>	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	(1,704)	0	1,704	0
Excess of receipts and other sources over (under) disbursements and other uses	6,890	207	56	7,153
Fund cash balances January 1, 1996	1,820	5,238	0	7,058
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund cash balances, December 31, 1996</b>	<b><u>\$8,710</u></b>	<b><u>\$5,445</u></b>	<b><u>\$56</u></b>	<b><u>\$14,211</u></b>

*The notes to the financial statements are an integral part of this statement.*

VILLAGE OF DELLROY  
CARROLL COUNTY

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES  
IN FUND CASH BALANCES - FIDUCIARY FUND TYPE -  
FOR THE YEAR ENDED DECEMBER 31, 1996

	Agency
<b>Operating cash receipts:</b>	
Mayor's court receipts	\$7,450
	<hr/>
Total operating cash receipts	7,450
<b>Operating cash disbursements:</b>	
Payments to Village	5,970
Payments to State	1,440
	<hr/>
Total operating cash disbursements	7,410
Operating income/(loss)	40
Fund cash balances, January 1, 1996	<hr/> 0
<b>Fund cash balances, December 31, 1996</b>	<hr/> <b>\$40</b>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Village of Dellroy, Carroll County, is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Village is directed by a publicly-elected six-member Council. The Village provides general governmental services and police protection. The Village contracts with the Dellroy Volunteer Fire Department to provide fire protection in the village.

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor State.

**C. Cash and Investments**

The Village has an interest bearing checking account. Interest earned is recognized and recorded when received. Investment procedures are restricted by the provisions of the Ohio Revised Code. No other investments were held by the Village of Dellroy.

**D. Fund Accounting**

The Village uses fund accounting to segregate cash that is restricted as to use. The Village classifies its funds into the following types:

**GOVERNMENTAL FUNDS**

**General Fund**

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

**Special Revenue Funds**

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Village had the following significant Special Revenue Funds:



**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Fund Accounting (Continued)**

**Special Revenue Funds (Continued)**

Street Construction, Maintenance and Repair Fund - This fund receives local taxes and intergovernmental receipts for constructing, maintaining and repairing Village streets.

Fire Protection Fund - This fund receives local taxes to provide fire protection services.

**Debt Service Fund**

This fund type accounts for the accumulation of resources for, and the payment of, debt. The Village had the following significant debt service fund:

Debt Service Fund - This fund receives local tax receipts for the payment of debt principal and interest.

**FIDUCIARY FUNDS**

**Agency Fund**

This fund type accounts for assets held by a governmental unit as an agent for individuals, private organizations, other governmental units, and/or other funds. The Village had the following significant agency fund:

Mayor's Court Fund - This fund receives fines and costs from the village's Mayor's court which are disbursed to the Village or to the State of Ohio.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

**Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. Budgetary Process (Continued)**

**Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must also approve estimated resources.

**Encumbrances**

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 1997 and 1996 budgetary activity appears in Note 3.

**F. Property, Plant and Equipment**

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**2. EQUITY IN POOLED CASH**

The Village maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	<b>1997</b>	<b>1996</b>
Demand deposits	<u>\$13,381</u>	<u>\$14,251</u>

**Deposits:**

Deposits are either insured by the Federal Depository Insurance Corporation.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 1997 and December 31, 1996 was as follows:

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996  
(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

**1997 Budgeted vs. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 61,769	\$ 61,249	\$ 480
Special Revenue	18,094	18,094	0
Debt Service	<u>5,864</u>	<u>5,864</u>	<u>0</u>
Total	<u>\$ 84,727</u>	<u>\$ 85,207</u>	<u>\$ 480</u>

**1997 Budgeted vs. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 70,083	\$ 63,703	\$ 6,380
Special Revenue	19,891	18,357	1,534
Debt Service	<u>5,919</u>	<u>5,864</u>	<u>55</u>
Total	<u>\$ 95,893</u>	<u>\$ 87,924</u>	<u>\$ 7,969</u>

**1996 Budgeted vs. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 61,396	\$ 61,180	\$ (216)
Special Revenue	18,278	17,049	(1,229)
Debt Service	<u>4,976</u>	<u>5,056</u>	<u>80</u>
Total	<u>\$ 84,650</u>	<u>\$ 83,285</u>	<u>\$ (1,365)</u>

**1996 Budgeted vs. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$53,387	\$54,290	\$ (903)
Special Revenue	19,495	16,842	2,653
Debt Service	<u>5,000</u>	<u>5,000</u>	<u>0</u>
Total	<u>\$77,882</u>	<u>\$76,132</u>	<u>\$1,750</u>

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996  
(Continued)**

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Village Council. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to Carroll County Treasurer by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to Carroll County Auditor by each May 30.

Carroll County Treasurer is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

**5. DEBT**

Debt outstanding at December 31, 1997 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Tax Anticipation Note	\$4,861	5.25%

The tax anticipation note was issued to purchase the Safety building. The note is renewed annually in the amount of the outstanding principal balance.

Amortization of the above debt, including interest of \$255, is \$5,116 to be paid off in the year ending December 31, 1998.

**6. RETIREMENT SYSTEMS**

The Village employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plans. This plan provides retirement benefits, including post retirement health care, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1997 and 1996, PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries. The Village has paid all contributions required through December 31, 1997.

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1997 AND DECEMBER 31, 1996**

(Continued)

**7. RISK MANAGEMENT**

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions
- Public official's liability

**8. YEAR 2000 ISSUE**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal 1999.

The Village of Dellroy has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting Village operations:

The Village leases the Auditor of State's Uniform Accounting Network (UAN) system for its financial operations. The Auditor of State is responsible for remediating these systems and is solely responsible for any costs associated with this project.

The State of Ohio distributes a substantial sum of money to the Village in the form of state grant payments. The State is responsible for remediating these systems.

Carroll County collects property taxes for distribution to the Village. Carroll County is responsible for remediating its tax collection system.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Village is or will be Year 2000 ready, that the Village's remediation efforts will be successful in whole or in part, or that parties with whom the Village does business will be Year 2000 ready.



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND  
ON INTERNAL CONTROL REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Members of Council  
Village of Dellroy  
P.O. Box 174  
2 East Main Street  
Dellroy, Ohio 44620

We have audited the financial statements of the Village of Dellroy, Carroll County, (the Village), as of and for the years ended December 31, 1997 and December 31, 1996, and have issued our report thereon dated November 10, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Government's financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 1997-31210-001 through 1997-31210-003. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village of Dellroy in a separate letter dated November 10, 1999.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Government's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 1997-31210-004.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness.

Village of Dellroy  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

We also noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to the management of the Village of Dellroy in a separate letter dated November 10, 1999.

This report is intended for the information and use of management and Village Council and is not intended to be and should not be used by anyone other than these specified parties.



JIM PETRO  
Auditor of State

November 10, 1999

**VILLAGE OF DELLROY  
CARROLL COUNTY**

**SCHEDULE OF FINDINGS**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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<b>Finding Number</b>	1997-31210-001
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Dellroy Police Department Receipts

Donations were made to the Dellroy Police Department that were not deposited into the Dellroy Police Department's savings account. The receipts that were collected but unaccounted for are documented in the following tables:

Date	Type of Donation	Amount of Receipts Confirmed By Donors That Were Not Deposited
9/18/95	Check	\$150.00
Dec. 1995	Cash	<u>200.00</u>
<b>1995 Total</b>		<b>\$350.00</b>

Date	Type of Donation	Amount of Receipts Confirmed By Donors That Were Not Deposited
May 1996	Cash	\$ 200.00
June 1996	Cash	200.00
10/14/96	Village Payroll Check	137.58
11/11/96	Village Payroll Check	137.58
12/10/96	Village Payroll Check	<u>77.49</u>
<b>1996 Total</b>		<b>752.65</b>
<b>Grand Total</b>		<b><u>\$1,102.65</u></b>

In accordance with the foregoing facts, and pursuant to Ohio Revised Code Section 117.28, a Finding for Recovery for public money collected but unaccounted for is hereby issued against Randall Imes, Police Marshall, in the amount of \$1,102.65 and in favor of the Dellroy Police Department Fund of the Village of Dellroy.



**VILLAGE OF DELLROY  
CARROLL COUNTY**

**SCHEDULE OF FINDINGS  
(Continued)**

<i><b>Finding Number</b></i>	1997-31210-002
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Dellroy Police Department Savings Account Withdrawals

Withdrawals were made from the Dellroy Police Department savings account without proper supporting documentation. These unsubstantiated disbursements are documented in the following table:

Year	Savings Account Withdrawals	Amount of Approved Supporting Documentation	Amount of Proposed Finding
1995	\$ 335.00	\$ 209.48	\$ 125.52
1997	<u>284.80</u>	<u>208.65</u>	<u>76.15</u>
<b>Totals</b>	<b><u>\$5,973.75</u></b>	<b><u>\$4,836.98</u></b>	<b><u>\$ 201.67</u></b>

In accordance with the foregoing facts, and pursuant to Ohio Revised Code Section 117.28, a Finding for Recovery for public money illegally expended is hereby issued against Randall Imes, Police Marshall, in the amount of \$201.67 and in favor of the Dellroy Police Department Fund of the Village of Dellroy.

<i><b>Finding Number</b></i>	1997-31210-003
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Ohio Revised Code Section 5705.41(D) provides that no subdivision or taxing unit shall make any contract or order any expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the same has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. Every such contract made without such a certificate shall be null and void and no warrant shall be issued in payment of any amount due thereon.

This section also provides two "exceptions" to the above requirements:

- A. Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was appropriated and free of any previous encumbrances, Council may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.
- B. If the amount involved is less than one thousand dollars the fiscal officer may authorize it to be paid without the affirmation of Council.

One hundred percent (100%) of the liabilities, contracts, and open purchase commitments of the Police Auxiliary were not certified by the Clerk/Treasurer prior to purchase. These items were not subsequently approved by Council within the aforementioned 30 day time period.

VILLAGE OF DELLROY  
CARROLL COUNTY

SCHEDULE OF FINDINGS  
(Continued)

<i>Finding Number</i>	1997-31210-004
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**Accounting Records - Police Department**

The Dellroy Police Department did not have a system for receipting money and no duplicate receipts were issued. Disbursements were not sufficiently documented to determine their propriety. No accounting records were maintained on the Police Department financial activity. The lack of records could lead to errors or irregularities that could occur in the receipting and disbursement processes without management's detection.

We recommend all financial activity of the Police Department be turned over to the Village Clerk/Treasurer to help ensure proper accountability and compliance with the Ohio Revised Code. Prenumbered receipts should be prepared when money is received. All disbursements should be lawfully appropriated by Village Council and if any question of a proper public purpose arises, the officials should consult with their Village Solicitor before making the purchase. In addition, all disbursements should be supported by original signed invoices detailing purchases.



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VILLAGE OF DELLROY  
CARROLL 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.

By: Susan Babbitt  
Clerk of the Bureau

Date: JAN 20 2000