



OHIO AUDITOR OF STATE
KEITH FABER



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NBS Joint Fire District
Seneca County
7949 West County Road 10
New Riegel, Ohio, 44853

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of NBS Joint Fire District, Seneca County, Ohio (the District) for the years ended December 31, 2019 and 2018.

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 District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the District's financial statements, transactions or balances for the years ended December 31, 2019 and 2018.

The District'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.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

Current Year Observations

1. We noted the District recorded proceeds from the sale of a truck of \$3,196 in 2018 within the General Fund rather than a Permanent Improvement fund, as required by Ohio Rev. Code §5705.10(F). Failure to properly record sales of permanent improvements within a Permanent Improvement fund resulted in an overstatement of the General Fund balance at December 31, 2018 and an understatement of a Permanent Improvement fund. The District corrected this error in the accounting system on June 10, 2020.
2. We reviewed the Fiscal Integrity Act Portal and noted the Fiscal Officer did not complete ethics training as required by Ohio Rev. Code §507.12. Failure to complete required ethics training resulted in non-compliance with Ohio law. The Fiscal Officer should ensure he attends all required trainings required by the Fiscal Integrity Act, outlined in Ohio Rev. Code §507.12.
3. We noted the District has established a public records policy and the District's Fiscal Officer is the records custodian. However, no written evidence was found indicating the records custodian received the public records policy, as required by Ohio Rev. Code §149.43(E)(2). Failure to obtain written evidence that the records custodian received the public records policy resulted in noncompliance with Ohio Sunshine Laws. The District should obtain written evidence from the records custodian that the public records policy was received.

Current Status of Matters Reported in our Prior Engagement

Our prior audit for the years ended December 31, 2017 and 2016 included a material weakness over financial reporting due to audit adjustments identified; including the failure to accurately record receipts in the accounting system. This finding was not corrected in the current period, and receipts were again recorded incorrectly in the accounting system. General Fund charges for services receipts were received from the NBS Joint Ambulance District for EMS housing. However, the receipts for these funds were incorrectly posted as Intergovernmental in 2019 and 2018. Also, the sale of a truck in 2018 noted above was incorrectly recorded as an intergovernmental receipt rather than a sale of capital assets. The District should adopt policies and procedures, including a final review of the annual report by the Fiscal Officer and Board of Trustees to identify and correct errors, omissions, and misclassifications.



Keith Faber
Auditor of State

Columbus, Ohio

June 10, 2020

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NBS JOINT FIRE DISTRICT

SENECA 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
JUNE 30, 2020**