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OHIO AUDITOR OF STATE KEITH FABER



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Village of Glenmont
Holmes County
P.O. 476
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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 Glenmont, Holmes County, (the Village) 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 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, 2019 and 2018.

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.

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

Current Year Observations

1. The QuickBooks accounting system does not include Certificates of Deposit in the month end cash balance but includes the balance as assets. The Certificates of Deposits were also not included in the Village's month-end cash reconciliation.
Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period. The Village should ensure all Certificates of Deposit are properly recorded within the QuickBooks accounting system. Furthermore, the Village should also include the Certificates of Deposit in the month-end cash reconciliations.
2. The Village utilizes the QuickBooks accounting system for Water Utility Charges for Services. However, the QuickBooks system does not provide the Village with a Non-cash Adjustment Report. Use and review of this report is a critical procedure in assuring all transactions are correctly posted and ensuring the revenue account balance is accurately presented. The Fiscal Officer should maintain a list of non-cash adjustments made to the accounting system.
3. We noted the Village Fiscal Officer had not attended Fiscal Integrity Act Training. **Ohio Rev. Code § 507.12** requires a newly elected or appointed elected official shall complete at least six hours of initial education programs before commencing, or during the first year of office. An additional eighteen hours of continuing education must be completed within the elected official's first term. Twelve hours of training shall be completed for each subsequent term.

4. **Ohio Rev. Code § 149.43(E)(2)** requires the Village to adopt a records retention schedule, appoint a records manager to oversee Village records, have a copy of its current records retention schedule at a location readily available to the public, and to post a copy of the policy and retention schedule in a conspicuous place in the public offices.

The Village has not established a records retention schedule nor appointed a records manager. In addition, a public records policy has not been posted in any of the Village's offices. The Village does not appear to have the required transparency over public records and could result in the public not being properly informed and increases the risk that public records requests will not be handled correctly.

5. **Ohio Rev. Code §149.43 (E)(2)** states that all public offices shall adopt a public records policy in compliance with **Ohio Rev. Code § 149.43** for responding to public records request. Also, all elected officials, or their designee, shall attend training approved by the Attorney General in order to understand the responsibilities to provide public records as required by **Ohio Rev. Code §149.43 (E)(1)**. All public offices should ensure that employees are appropriately educated about the public office's obligations to provide records that are requested. The Ohio Attorney General's office has provided an example policy at www.ag.state.oh.us/publicrecords/modelpolicy.asp.

It was noted during the audit that the Village did not adopt a public records policy and neither the Council nor the Fiscal Officer attended the public records training. A public records policy is required to ensure the Village is in compliance with all the public records laws. Village Council Members and the Fiscal Officer should attend the required training in order to fulfill their responsibilities, and to ensure all Village employees are aware of the public record laws and what procedures to follow when a member of the public requests to examine public records.

Current Status of Matters Reported in our Prior Engagement

1. In addition to the matter noted in item 1 above, the prior basic audit, stated that the Village used \$990 of deposits in transit, which were identified in previous engagements as being incorrectly classified. The Village's month end bank reconciliations during the audit period were correct for 2019 and 2018.
2. In the prior basic audit, the Village sent their water customers their bills quarterly. The customers are to pay their bills the next month after the quarter. However, it was noted many of the customers are not paying their bills and there are no policies or procedures in place to ensure the customers pay their balances. Neither the Fiscal Officer nor Village Council are monitoring overdue accounts nor is the service not being shut off to overdue customers. We have determined this matter was corrected for 2019 and 2018.
3. In the prior year basic audit, the Village had a variance between actual water receipts posted and water receipts posted to customer accounts. While the Fiscal Officer was able to explain the variance after some investigation, no regular reconciliation was performed during the audit period. We have determined this matter was corrected for 2019 and 2018.



Keith Faber
Auditor of State

Columbus, Ohio

July 15, 2020

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF GLENMONT

HOLMES 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 8/25/2020

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This report is a matter of public record and is available online at
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