



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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## BASIC AUDIT REPORT

Madison Township  
Muskingum County  
1005 Dresden Adamsville Road  
Dresden, Ohio 43821

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of Madison Township, Muskingum County, Ohio (the Township), for the years ended December 31, 2020 and 2019.

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, 2020 and 2019.

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 § 149.43(B)(2)** provides that the Township should have an approved records retention schedule which is readily available to the public. The Township does not have a formal records retention schedule. This could lead to improper destruction of records.

The Township should create and approve the required record retention schedule.

2. **Ohio Rev. Code § 149.43(E)(2)** states, in part, 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 and in all locations where the public office has branch offices. The Township did not create a poster describing their public records policy to display in their public offices.

The Township should create a poster that describes its public records policy and shall post such poster in a conspicuous place in the Township's public office and in all locations where the Township has branch offices.

3. **Ohio Rev. Code § 507.12(C)(2)** states that a Fiscal Officer who is elected to a subsequent term of office shall complete twelve hours of continuing education courses in each subsequent term of office. **Ohio Rev. Code § 507.12(C)(4)** states that at least two hours of ethics instruction shall be included in the continuing education hours required by divisions (C)(1) and (2) of this section. The Fiscal Officer should obtain the required training and complete the Fiscal Integrity Act portal.

**Current Year Observations (Continued)**

**3. Ohio Rev. Code § 507.12(C)(2) and (C)(4) (Continued)**

During the audit period the Fiscal Officer's term ended March 31, 2020, and she was required to have completed the minimum twelve-hour requirement for education purposes. However, the Fiscal Officer had not completed the required Fiscal Integrity Act training. Failure to do so may result in inadequate training for the Township's accounting transactions.

The Fiscal Officer should ensure that she minimum required trainings have been completed prior to the end of each term

**4. Ohio Rev. Code § 5705.10(D)** provides in part that all revenue derived from a source other than the general property tax and which the law prescribes shall be used for a particular purpose, shall be paid into a special fund for such purpose. The Township inappropriately overstated receipts by \$514 in the Road and Bridge Fund. The Township inappropriately understated receipts by \$514 in the Gasoline Tax Fund. This adjustment was agreed to by management and was recorded in the Township's accounting system.

The lack of controls over the posting of financial transactions decreases the reliability of financial data at year-end and can result in undetected errors and irregularities. The Township should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.



Keith Faber  
Auditor of State  
Columbus, Ohio

September 3, 2021

# OHIO AUDITOR OF STATE KEITH FABER



**MADISON TOWNSHIP**

**MUSKINGUM 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 9/16/2021**

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