



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Village of Jacksonburg
Butler County
4610 Middletown Oxford Road
Middletown, Ohio 45042

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 Jacksonburg, Butler County, (the Village) for the years ended December 31, 2020 and 2019.

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, 2020 and 2019.

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. We noted that the Village did not integrate budgetary amounts into the accounting system. Sound accounting practices require accurately posting estimated receipts and appropriations to the ledgers to provide information for budget versus actual comparison and to allow Council to make informed decisions regarding budgetary matters. The Village should post to the ledgers, on a timely basis, estimated resources as certified by the budget commission and appropriations approved by Council. Our prior audit also reported this deficiency.
2. We noted that the Village did not certify to the County Auditor the total amount from all sources available for expenditures from each fund or obtain a certificate of estimated resources from the Budget Commission for the years ended December 31, 2020 and 2019 as required by Ohio Rev. Code § 5705.36(A)(1). The Village should certify to the county auditor the total amount from all sources available for expenditures from each fund and obtain the approved amended certificate of estimated resources on or about the first day of each fiscal year. Our prior audit also reported this deficiency.
3. We noted that the Village did not pass an appropriation measure as required by Ohio Rev. Code § 5705.38(A). We also noted that General Fund disbursements of \$13,413 exceeded appropriations of \$0 by \$13,413 for the year ended December 31, 2020. Ohio Rev. Code § 5705.41(B) prohibits a subdivision or taxing authority unit from making any expenditure of money unless it has been appropriated. Because appropriations authorize spending, expenditures in excess of appropriations potentially authorizes deficit spending. The Village should pass an appropriation measure on or about the first day of each fiscal year and make appropriation amendments as needed.

4. We noted that the Village filed its annual financial reports for both the years ended December 31, 2020 and 2019 on August 3, 2021, which was after the respective deadlines of March 1, 2021, and March 2, 2020. Ohio Rev. Code § 117.38 requires entities to file their financial information in the Hinkle system within 60 days after the close of the fiscal year. The Village should file its annual financial reports timely. Our prior audit also reported this deficiency.
5. We noted that the Village Fiscal Officer did not attend annual continuing education as required by Ohio Rev. Code § 733.27. The Village Fiscal Officer should attend annual continuing education.
6. We noted that the Village did not have a public records policy during the engagement period as required by Ohio Rev. Code § 149.43(E)(2), which also requires the Village to provide the policy to the records custodian/manager, include the policy in a policy manual, and display the policy in all branches of the Village. The Village shall establish a public records policy. The policy shall be distributed to the records custodian/manager and the Village should have a written acknowledgement of receipt from the records custodian/manager. In addition, a poster describing the public records policy must be conspicuously displayed in all of the Village's branch offices and the public records policy must be included in policy manuals or handbooks if any exist.
7. We noted that the Village's elected officials, or their designee, did not attend a Certified Public Records Training as required by Ohio Rev. Code §§ 109.43(B) and 149.43(E)(1). The elected officials, or their designee(s), should, during their term of office, attend public records training and maintain proof of completion of the training.
8. We noted that the Village did not have a records retention schedule during the engagement period and so could not make it readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). The Village should establish a records retention schedule.
9. We noted that the Village did not establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings as required by Ohio Rev. Code § 121.22(F). Policies and Procedures should be established and implemented to verify that all Council meetings are held in accordance with the Ohio Sunshine Laws.

Current Status of Matters Reported in our Prior Engagement

10. In addition to the matters reported in items 1, 2 and 4 above, our prior audit for the years ended December 31, 2018 and 2017 included an issue that a Council member's payroll exceeded the Village's policy. Council approved the additional payroll for the Council member during 2020 and 2019.



Keith Faber
Auditor of State
Columbus, Ohio
October 5, 2021

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF JACKSONBURG

BUTLER 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 10/19/2021

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This report is a matter of public record and is available online at
www.ohioauditor.gov