



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Leesville
Carroll County
PO Box 204
Leesville, Ohio 44639

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 Leesville, Carroll County, (the Village) for the years ended December 31, 2023 and 2022.

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, 2023 and 2022.

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 examined the bank reconciliation prepared as of December 31, 2023. It included an unexplained reconciling item of \$78, which results in fund balances being less than actual available cash by this amount. The fiscal officer was unable to determine what this amount represented. There was also no documentation of the governing board review of the bank statement.

Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period. Unidentified differences result in inaccurate fund cash balance information, and conceivably could cause deficit spending. The fiscal officer should review transactions recorded since the last reconciliation and correct the error.

Also, the Village's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft.

2. We noted the Village Council did not review or approve any non-cash adjustments that were made to the Village's utility system.

The Village's Council members should ensure all non-cash adjustments to the Village's utility system are reviewed and approved on a consistent basis to help prevent any improper adjustments from being made to customer accounts.

3. Ohio Rev. Code § 733.81(D)(2) & (4) states that an elected or appointed fiscal officer who retains office for a subsequent term shall complete twelve hours of continuing education courses in each subsequent term of office. At least two hours of ethics instruction shall be included in the continuing education hours required by divisions (D)(1) and (2) of this section.

The Village's previous fiscal officer whose term ended during the audit period did not properly complete the continuing education courses as required by the Ohio Rev. Code.

The Village's Fiscal Officer should ensure that all required continuing education courses are completed in accordance with the Ohio Rev. Code during each term of office.

4. Ohio Rev. Code § 149.43(E)(1) states, in part, that to ensure that all employees of public offices are appropriately educated about a public office's obligations under division (B) of this section, all elected officials or their appropriate designees shall attend training approved by the attorney general as provided in section 109.43 of the Revised Code.

Additionally, Ohio Rev. Code § 149.43(E)(2) states, in part, that the public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy. 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 public office may post its public records policy on the internet web site of the public office if the public office maintains an internet web site.

The Village's mayor, who was appointed to an elected term which ended during the audit period, did not properly complete the required public records training as required, nor was a designee formally appointed to attend in her place. We also noted that the Village's records custodian did not formally maintain written acknowledgement of receiving the Village's public records policy. Finally, the Village's public records policy was not posted conspicuously at the Village building or at any other locations of Village business.

The Village's elected officials should attend the required public records training at least once during the official's term, or a designee should be formally appointed by Council to attend in the official's place. The Village should also maintain formal, written acknowledgement on file that the public record's custodian has received the Village's public records policy. Finally, the Village's public records policy should be conspicuously displayed at the Village building and any other branches of the Village.

Current Status of Matters Reported in our Prior Engagement

5. Our prior basic audit report for the years ended December 31, 2021 and 2020 included an issue for the Village failing to adopt a public records policy and records retention schedule. The Village corrected this issue by creating and adopting a public records policy and records retention schedule.



Keith Faber
Auditor of State
Columbus, Ohio

August 15, 2024

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF LEESVILLE

CARROLL 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 8/29/2024

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