



Dave Yost • Auditor of State



VILLAGE OF VINTON  
GALLIA COUNTY

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# Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT

Village of Vinton  
Gallia County  
121 Clay Street  
P.O. Box 8  
Vinton, Ohio 45686

To the Village Council:

### ***Report on the Financial Statements***

We have audited the accompanying financial statements and related notes of the Village of Vinton, Gallia County, Ohio (the Village), as of and for the years ended December 31, 2014 and 2013.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Village's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1 of the financial statements, the Village prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Village does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2014 and 2013, or changes in financial position thereof for the years then ended.

***Basis for Qualified Opinion on Regulatory Basis of Accounting***

As described in Finding 2014-001 in the accompanying Schedule of Findings, the Village Fiscal Officer posted receipts and disbursements incorrectly to wrong funds. Due to the impact these adjustments would have on the General Fund, the Village has declined to make these adjustments this audit period.

Had the posting errors noted in the preceding paragraph been properly posted to the financial statements and the accounting system, the General Fund cash fund balance would have decreased \$4,717; State Highway Fund cash fund balance would have decreased \$175; Street Construction, Maintenance, and Repair Fund cash fund balance would have increased \$1,594; Other Special Revenue Fund cash fund balance would have increased \$445; and the Monthly Sewer Payment Fund cash fund balance would have increased \$2,329. Overall fund balance would have decreased \$524 due to reconciling items not posted to the Village's UAN system.

***Opinion on Regulatory Basis of Accounting***

In our opinion, except for the effects of the matter described in the *Basis for Qualified Opinion on Regulatory Basis of Accounting* paragraphs, the financial statements referred to above present fairly, in all material respects, the combined cash balances of the Village of Vinton, Gallia County, Ohio, as of December 31, 2014 and 2013, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D) permit, described in Note 1.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2015, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State  
Columbus, Ohio

December 17, 2015

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**VILLAGE OF VINTON  
GALLIA COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES (CASH BASIS)  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2014**

	General	Special Revenue	Totals (Memorandum Only)
<b>Cash Receipts</b>			
Property and Other Local Taxes	\$15,438	\$0	\$15,438
Intergovernmental	45,261	13,998	59,259
Charges for Services	15,704	0	15,704
Fines, Licenses and Permits	986	0	986
Miscellaneous	14,642	0	14,642
<i>Total Cash Receipts</i>	<u>92,031</u>	<u>13,998</u>	<u>106,029</u>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	26,092	0	26,092
Leisure Time Activities	1,000	501	1,501
Transportation	955	5,895	6,850
General Government	56,499	0	56,499
Debt Service:			
Principal Retirement	6,770	1,416	8,186
Interest and Fiscal Charges	274	327	601
<i>Total Cash Disbursements</i>	<u>91,590</u>	<u>8,139</u>	<u>99,729</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>441</u>	<u>5,859</u>	<u>6,300</u>
<b>Other Financing Receipts (Disbursements)</b>			
Other Debt Proceeds	5,000	0	5,000
<i>Total Other Financing Receipts (Disbursements)</i>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
<i>Net Change in Fund Cash Balances</i>	5,441	5,859	11,300
<i>Fund Cash Balances, January 1</i>	<u>1,842</u>	<u>5,650</u>	<u>7,492</u>
<b>Fund Cash Balances, December 31</b>			
Restricted	0	11,509	11,509
Assigned	7,283	0	7,283
<i>Fund Cash Balances, December 31</i>	<u><u>\$7,283</u></u>	<u><u>\$11,509</u></u>	<u><u>\$18,792</u></u>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF VINTON  
GALLIA COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES (CASH BASIS)  
PROPRIETARY FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>Proprietary Fund Type</u>
	<u>Enterprise</u>
<b>Operating Cash Receipts</b>	
Charges for Services	\$95,871
<i>Total Operating Cash Receipts</i>	<u>95,871</u>
<b>Operating Cash Disbursements</b>	
Contractual Services	41,711
Supplies and Materials	<u>10,429</u>
<i>Total Operating Cash Disbursements</i>	<u>52,140</u>
<i>Operating Income (Loss)</i>	<u>43,731</u>
<b>Non-Operating Receipts (Disbursements)</b>	
Principal Retirement	(11,733)
Interest and Other Fiscal Charges	(29,750)
Other Debt Proceeds	<u>13,896</u>
<i>Total Non-Operating Receipts (Disbursements)</i>	<u>(27,587)</u>
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	16,144
<i>Net Change in Fund Cash Balances</i>	16,144
<i>Fund Cash Balances, January 1</i>	<u>119,347</u>
<i>Fund Cash Balances, December 31</i>	<u><u>\$135,491</u></u>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF VINTON  
GALLIA COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES (CASH BASIS)  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	General	Special Revenue	Totals (Memorandum Only)
<b>Cash Receipts</b>			
Property and Other Local Taxes	\$13,992	\$0	\$13,992
Intergovernmental	58,435	13,852	72,287
Charges for Services	14,579	0	14,579
Fines, Licenses and Permits	1,013	0	1,013
Miscellaneous	9,475	0	9,475
<i>Total Cash Receipts</i>	<u>97,494</u>	<u>13,852</u>	<u>111,346</u>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	38,813	0	38,813
Leisure Time Activities	7,725	0	7,725
Transportation	0	10,448	10,448
General Government	77,754	0	77,754
Capital Outlay	7,216	5,612	12,828
Debt Service:			
Principal Retirement	1,474	1,146	2,620
Interest and Fiscal Charges	313	243	556
<i>Total Cash Disbursements</i>	<u>133,295</u>	<u>17,449</u>	<u>150,744</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(35,801)</u>	<u>(3,597)</u>	<u>(39,398)</u>
<b>Other Financing Receipts (Disbursements)</b>			
Other Debt Proceeds	11,716	5,612	17,328
<i>Total Other Financing Receipts (Disbursements)</i>	<u>11,716</u>	<u>5,612</u>	<u>17,328</u>
<i>Net Change in Fund Cash Balances</i>	(24,085)	2,015	(22,070)
<i>Fund Cash Balances, January 1</i>	<u>25,927</u>	<u>3,635</u>	<u>29,562</u>
<b>Fund Cash Balances, December 31</b>			
Restricted	0	5,650	5,650
Unassigned	1,842	0	1,842
<i>Fund Cash Balances, December 31</i>	<u><u>\$1,842</u></u>	<u><u>\$5,650</u></u>	<u><u>\$7,492</u></u>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF VINTON  
GALLIA COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES (CASH BASIS)  
PROPRIETARY FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Proprietary Fund Type
	Enterprise
<b>Operating Cash Receipts</b>	
Charges for Services	\$101,048
<i>Total Operating Cash Receipts</i>	<i>101,048</i>
<b>Operating Cash Disbursements</b>	
Contractual Services	24,817
Supplies and Materials	10,100
<i>Total Operating Cash Disbursements</i>	<i>34,917</i>
<i>Operating Income (Loss)</i>	<i>66,131</i>
<b>Non-Operating Receipts (Disbursements)</b>	
Intergovernmental	92,131
Other Debt Proceeds	33,274
Capital Outlay	(125,405)
Principal Retirement	(9,669)
Interest and Other Fiscal Charges	(30,048)
<i>Total Non-Operating Receipts (Disbursements)</i>	<i>(39,717)</i>
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	26,414
<i>Net Change in Fund Cash Balances</i>	26,414
<i>Fund Cash Balances, January 1</i>	92,933
<i>Fund Cash Balances, December 31</i>	\$119,347

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF VINTON  
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013**

**1. Summary of Significant Accounting Policies**

**A. Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Vinton, Gallia County (the Village), as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides sewer utilities, park operations, and street maintenance. The Village contracts with the Gallia County Sheriff's department to provide security of persons and property. The Village appropriates General Fund money to support a volunteer fire department.

The Village participates in the Public Entities Pool of Ohio (PEP) public entity risk pool. Note 7 to the financial statements provides additional information for this entity. The Public Entities Pool of Ohio provides insurance coverage for general liability and casualty, public officials' liability, and property.

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**B. Accounting Basis**

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code § 117.38 and Ohio Administrative § Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D) permit.

**C. Deposits and Investments**

The Village maintains all available monies of the Village in a checking account.

**D. Fund Accounting**

The Village uses fund accounting to segregate cash and investments that are restricted as to use. The Village classifies its funds into the following types:

**1. General Fund**

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

**2. Special Revenue Funds**

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

VILLAGE OF VINTON  
GALLIA COUNTY

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)

1. Summary of Significant Accounting Policies (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

Street Construction, Maintenance and Repair Fund - This fund receives gasoline tax and motor vehicle license tax money for constructing, maintaining, and repairing Village streets.

3. Enterprise Funds

These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Funds:

Sewer Monthly Payment Fund - This fund receives charges for services from residents to cover sewer service costs.

Sewer Debt Service Fund - This fund receives monies from residents to cover the cost of the debt service on the USDA loan.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year. The Village did not encumber all commitments required by Ohio law.

A summary of 2014 and 2013 budgetary activity appears in Note 3.

VILLAGE OF VINTON  
GALLIA COUNTY

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)

1. Summary of Significant Accounting Policies (Continued)

F. Fund Balance

Fund balance is divided into three classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

2. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute.

3. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant, and Equipment

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

2. Equity in Pooled Deposits

The Village maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

	2014	2013
Demand deposits	\$154,283	\$126,839

**Deposits:** Deposits are insured by the Federal Deposit Insurance Corporation.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)**

**3. Budgetary Activity**

Budgetary activity for the years ending December 31, 2014 and 2013 follows:

2014 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$129,531	\$97,031	(\$32,500)
Special Revenue	18,318	13,998	(4,320)
Enterprise	126,809	109,767	(17,042)
Total	\$274,658	\$220,796	(\$53,862)

2014 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$116,100	\$91,590	\$24,510
Special Revenue	20,601	8,584	12,017
Enterprise	117,862	93,623	24,239
Total	\$254,563	\$193,797	\$60,766

2013 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$139,980	\$109,210	(\$30,770)
Special Revenue	17,048	19,464	2,416
Enterprise	133,773	226,453	92,680
Total	\$290,801	\$355,127	\$64,326

2013 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$161,280	\$133,295	\$27,985
Special Revenue	24,905	17,449	7,456
Enterprise	130,299	202,225	(71,926)
Total	\$316,484	\$352,969	(\$36,485)

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the Sewer Monthly Payment Fund by \$72,006 for the year ended December 31, 2013.

**4. Property Tax**

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)**

**4. Property Tax (Continued)**

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

**5. Debt**

Debt outstanding at December 31, 2014 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
USDA Loans Sewer Project A	\$437,200	4.5%
USDA Loans Sewer Project B	207,400	4.5%
Ohio Valley Bank Line of Credit	13,265	5.75%
Ohio Water Development Authority	13,796	1.5%
Ohio Public Works Commission	<u>28,564</u>	0%
Total	<u><u>\$700,225</u></u>	

In fiscal year 2004, the Ohio Water Development Authority (OWDA) approved two loans totaling \$693,000 to finance additional expenditures of a sewage treatment project and to pay off the existing OWDA planning loan for the project. This loan was for interim financing of a wastewater collection system. This loan was repaid by financing approved by the USDA-Rural Development upon completion of the project in February 2006. The Village has agreed to set utility rates sufficient to cover debt service payments. Payment of principal began in 2009. Both loans will mature in September, 2046.

The Village issued debt to purchase a truck through Ohio Valley Bank on their line of credit April 23, 2013 in the amount of \$16,035. Village Council approved to draw \$4,500 for the same line of credit to be used to purchase a zero turn mower on July 26, 2013. Furthermore, the Village Council approved to draw \$5,000 from the same line of credit on January 16, 2014 and in return was paid back to Ohio Valley Bank the following month. Payments on the Village's line of credit are paid monthly in the amount of \$308.78.

In 2013, the Village entered into an agreement with OWDA for the Vinton Waste Water Treatment Plant Improvement project in the amount of \$15,558. The interest rate on the loan is 1.50% and will be repaid over 30 years. The first payment was begun June 2013.

Furthermore, the Village entered into an agreement with Ohio Public Works Commission (OPWC) on July 1, 2012 in the amount not to exceed \$140,017 for the Waste Water Treatment Plant Improvement project for which \$42,006 was approved as a loan for the Village. The Village only borrowed \$30,067 at 0% interest over 20 years to be paid semiannually each year.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)**

**5. Debt (Continued)**

Amortization of the above debt, including interest, is scheduled as follows:

Year ending December 31:	USDA Loans	OPWC Loan	OWDA	Ohio Valley Bank
2015	\$38,407	\$752	\$324	\$3,705
2016	38,484	1,504	646	3,705
2017	38,338	1,503	646	3,705
2018	38,379	1,503	646	3,705
2019	38,398	1,503	646	3,705
2020-2024	191,966	7,517	3,230	0
2025-2029	230,331	7,517	3,230	0
2030-2035	230,343	6,765	3,230	0
2036-2040	192,014	0	3,230	0
2041-2046	191,918	0	1,615	0
Total	<u>\$1,228,578</u>	<u>\$28,564</u>	<u>\$17,443</u>	<u>\$18,525</u>

**6. Retirement System**

Village officials and employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2014 and 2013, OPERS members contributed 10%, respectively, of their gross salaries and the Village contributed an amount equaling 14%, respectively, of participants' gross salaries. The Village has paid all contributions required through December 31, 2014.

**7. Risk Management**

The Village is exposed to various risks of property and casualty losses, and injuries to employees.

The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Village belongs to the Public Entities Pool of Ohio (PEP), a risk-sharing pool available to Ohio local governments. PEP provides property and casualty coverage for its members. American Risk Pooling Consultants, Inc. (ARPCO), a division of York Insurance Services Group, Inc. (York), functions as the administrator of PEP and provides underwriting, claims, loss control, risk management, and reinsurance services for PEP. PEP is a member of the American Public Entity Excess Pool (APEEP), which is also administered by ARPCO. Member governments pay annual contributions to fund PEP. PEP pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty and Property Coverage

APEEP provides PEP with an excess risk-sharing program. Under this arrangement, PEP retains insured risks up to an amount specified in the contracts. At December 31, 2013, PEP retained \$350,000 for casualty claims and \$100,000 for property claims.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2014 AND 2013  
(Continued)**

**7. Risk Management (Continued)**

The aforementioned casualty and property reinsurance agreement does not discharge PEP's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

Financial Position

PEP's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and net position at December 31, 2013 and 2014 (the latest information available):

	<u>2013</u>	<u>2014</u>
Assets	\$34,411,883	\$35,402,177
Liabilities	(12,760,194)	(12,363,257)
Net Position	<u>\$21,651,689</u>	<u>\$23,038,920</u>

At December 31, 2013 and 2014, respectively, the liabilities above include approximately 11.6 million and \$11.1 million of estimated incurred claims payable. The assets above also include approximately \$11.1 million and \$10.8 million of unpaid claims to be billed. The Pool's membership increased from 475 members in 2013 to 488 members in 2014. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2014, the Government's share of these unpaid claims collectible in future years is approximately \$5,000.

Based on discussions with PEP, the expected rates PEP charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to PEP for each year of membership.

<u>Contributions to PEP</u>	
<u>2013</u>	<u>2014</u>
\$6,912	\$5,442

After one year of membership, a member may withdraw on the anniversary of the date of joining PEP, if the member notifies PEP in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to PEP. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

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# Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Village of Vinton  
Gallia County  
121 Clay Street  
P.O. Box 8  
Vinton, Ohio 45686

To the Village Council:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Village of Vinton, Gallia County, Ohio (the Village), as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements and have issued our report thereon dated December 17, 2015 wherein we noted the Village followed financial reporting provisions Ohio Revised Code § 117.38 and Ohio Administrative Code § 117-2-03(D) permit. We also qualified our opinion on the financial statements for 2014 and 2013 due to the Village not making a \$4,717 and \$175 adjustment against the General Fund and State Highway Fund, respectively, and in favor of the Street Construction, Maintenance, and Repair Fund in the amount of \$1,594, Other Special Revenue Fund in the amount of \$445, and the Monthly Sewer Payment Fund in the amount of \$2,329. Overall fund balance should have decreased \$524 to reconcile the Village's UAN system to the bank.

### ***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Village's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Village's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying Schedule of Findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Village's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2014-001 described in the accompanying Schedule of Findings to be a material weakness.

***Compliance and Other Matters***

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and, accordingly, we do not express an opinion. The results of our tests disclosed instances of noncompliance or other matters we must report under *Government Auditing Standards*, which are described in the accompanying Schedule of Findings as items 2014-001 through 2014-005.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State  
Columbus, Ohio

December 17, 2015

VILLAGE OF VINTON  
GALLIA COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

FINDING NUMBER 2014-001

**Finding for Adjustment/Noncompliance/Material Weakness**

Ohio Admin. Code § 117-2-02(A) requires all local public offices to maintain an accounting system and accounting records sufficient to enable the public office to identify, assemble, analyze, classify, record, and report its transactions, maintain accountability for the related assets, document compliance with finance-related legal and contractual requirements and prepare financial statements required by § 117-2-03 of the Administrative Code.

As a result of the audit procedures performed, the financial statements had the following errors that required adjustment or reclassification.

In 2013:

- General Fund beginning January 1, 2013 fund balance was decreased \$2,036 to agree to the December 31, 2012 audited ending fund balance;
- General Fund security of persons and property, public health, and general governmental disbursements were decreased by \$134, \$766, and \$1,136 respectively, to reconcile the book to bank at December 31, 2013;
- General Fund principal retirement disbursements were incorrectly posted as general government in the amount of \$526;
- General Fund interest and fiscal charges were incorrectly posted as security of persons and property in the amount of \$300;
- General Fund principal retirement and interest and fiscal charges were incorrectly posted as public health in the amount of \$948 and \$13 respectively;
- General Fund proceeds of debt was incorrectly posted as miscellaneous receipts in the amount of \$4,500;
- General Fund proceeds of debt and capital outlay disbursements of \$7,216 were unrecorded;
- General Fund intergovernmental receipts of \$4,611 was incorrectly posted as miscellaneous revenue;
- General Fund intergovernmental receipts and security of persons and property disbursements of \$10,000 were unrecorded;
- General Fund general government disbursements of \$2,137 were incorrectly posted to security of persons and property;
- General Fund general government disbursements of \$7,300 were incorrectly posted to leisure time activities;
- General Fund general government disbursements of \$32,680 were incorrectly posted to public health services;
- General Fund general government disbursements of \$4,299 were incorrectly posted as basic utility services;
- Street Construction, Maintenance, and Repair Fund principal retirement and interest and fiscal charges of \$1,146 and \$243, respectively, were incorrectly posted to transportation;
- Street Construction, Maintenance, and Repair Fund proceeds of debt and capital outlay disbursements of \$5,612 were unrecorded;
- Sewer Monthly Payment Fund principal retirement and interest and fiscal charges in the amount of \$655 and \$17, respectively, were incorrectly posted to supplies and materials;
- Sewer Monthly Payment Fund proceeds of debt and capital outlay disbursements in the amount of \$3,207 were unrecorded;

VILLAGE OF VINTON  
GALLIA COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013  
(Continued)

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

FINDING NUMBER 2014-001 (Continued)

**Finding for Adjustment/Noncompliance/Material Weakness – Ohio Admin. Code § 117-2-02(A)  
(Continued)**

- Sewer Monthly Payment Fund intergovernmental receipts, loan proceeds, and capital outlay of \$92,131, \$30,067, and \$122,198 respectively, were unrecorded; and
- Sewer Monthly Payment Fund principal retirement and interest and fiscal charges of \$414 and \$232, respectively, were incorrectly posted to supplies and materials.

In 2014:

- General Fund proceeds of debt of \$5,000 were incorrectly posted as miscellaneous receipts;
- General Fund principal retirement and interest and fiscal charges in the amounts of \$6,770 and \$274, respectively, were incorrectly posted as general government;
- General Fund general government disbursements of \$4,229 were incorrectly posted as security of persons and property;
- General Fund general government disbursements of \$5,630 were incorrectly posted as basic utility services;
- General Fund assigned fund balance of \$7,283 was incorrectly classified as unassigned fund balance;
- Street Construction, Maintenance, and Repair Fund principal retirement and interest and fiscal charges of \$1,416 and \$327 respectively were incorrectly posted as transportation;
- Sewer Fund other debt proceeds of \$13,896 were incorrectly posted as charges for services receipts;
- Sewer Fund principal retirement and interest and other fiscal charges of \$2,733 and \$338 respectively, were incorrectly posted as supplies and materials;
- Sewer Fund contractual services disbursements of \$15,219 were incorrectly posted as supplies and materials.

The audited financial statements have been adjusted for the issues noted above.

In addition, as a result of the audit procedures performed, the financial statements had the following errors that required audit adjustments.

In 2013:

- General Fund miscellaneous receipts should be decreased by \$438 to remove an incorrect memo receipt;
- Sewer Monthly Payment Fund interest and fiscal charges of \$26 were incorrectly posted to General Fund general government;
- Sewer Monthly Payment Fund interest and fiscal charges in the amount of \$96 were incorrectly posted to the Street Construction, Maintenance, and Repair Fund transportation; and
- Sewer Monthly Payment Fund charges for services receipts of \$2,570 were incorrectly posted to the General Fund as miscellaneous receipts.

In 2014:

- General Fund general government disbursements of \$86 were unrecorded;
- General Fund interest and fiscal charges of \$248 were incorrectly posted as leisure time activities in the Other Special Revenue Fund;

VILLAGE OF VINTON  
GALLIA COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013  
(Continued)

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

FINDING NUMBER 2014-001 (Continued)

Finding for Adjustment/Noncompliance/Material Weakness – Ohio Admin. Code § 117-2-02(A)  
(Continued)

- General Fund intergovernmental receipts of \$1,627 were incorrectly posted to the Street Maintenance and Repair Fund (\$1,505) and State Highway Fund (\$122);
- Street Construction, Maintenance, and Repair Fund intergovernmental receipts of \$1,126 were incorrectly posted as intergovernmental receipts in the General Fund;
- Street Construction, Maintenance, and Repair Fund intergovernmental receipts of \$279 was incorrectly posted as intergovernmental receipts in the State Highway Fund;
- Street Construction, Maintenance, and Repair Fund intergovernmental receipts of \$1,676 was incorrectly posted as miscellaneous receipts in the General Fund;
- Street Construction, Maintenance, and Repair Fund interest and fiscal charges of \$78 were incorrectly posted as leisure time activities in the Other Special Revenue Fund;
- State Highway Fund intergovernmental receipts of \$91 was incorrectly posted as intergovernmental receipts in the General Fund;
- State Highway Fund intergovernmental receipts of \$135 was incorrectly posted as miscellaneous receipts in the General Fund; and
- Sewer Fund interest and other fiscal charges of \$119 was incorrectly posted as leisure time activities in the Other Special Revenue Fund.

The Village Fiscal Officer has not posted these adjustments to the Village records, and, therefore, they are not reflected in the accompanying financial statements.

In accordance with foregoing facts, a Finding for Adjustment is hereby issued against the Village's General Fund in the amount of \$4,193 and the State Highway Fund in the amount of \$175 in favor of the Street Construction Maintenance, and Repair Fund in the amount of \$1,594, Other Special Revenue Fund in the amount of \$445, and the Monthly Sewer Payment Fund in the amount of \$2,329. In addition, the General Fund balance should be reduced by \$524 to reconcile the overall book balance to the bank balance.

The Fiscal Officer should review the Village Officer's Handbook for guidance on the correct line items to post various receipts and disbursements of the Village to ensure the Village's financial statements are complete and accurate.

FINDING NUMBER 2014-002

**Noncompliance**

Ohio Rev. Code § 133.03 (D) provides that a municipal corporation may not issue securities for the purpose of paying current expenses except for securities authorized to be issued for that purpose by this chapter or other laws.

Ohio Rev. Code § 133.01(I) defines current expenses as the lawful expenditures of a subdivision, except those for permanent improvements and for payments of debt charges of a subdivision.

On January 16, 2014, Village Council approved the borrowing of \$5,000 from Ohio Valley Bank on the Village's open line of credit to use in the General Fund.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013  
(Continued)**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)**

**FINDING NUMBER 2014-002 (Continued)**

**Noncompliance – Ohio Rev. Code § 133.03 (D) (Continued)**

This money was used to pay employees payroll, Ohio Public Employee's Retirement System, and the Internal Revenue Service, along with other various vendors. These, being lawful expenditures, fit into the definition of "current expenses", resulting in the Village exceeding its statutory authority by incurring such debt.

The Village should only incur debt authorized by Ohio Law.

**FINDING NUMBER 2014-003**

**Noncompliance Citation**

Ohio Rev. Code § 5705.40 states, in part, that a subdivision may amend or supplement its appropriation measure provided the entity complies with the same provisions of law as are used in making the original appropriation. In addition, Ohio courts have held that a board or officer whose judgment and discretion is required, was chosen because they were deemed fit and competent to exercise that judgment and discretion and unless power to substitute another in their place has been given, such board or officer cannot delegate these duties to another. Following such reasoning, a village council would be prohibited from delegating duties statutorily assigned to it, such as the duty of amending appropriations. See C.B. Transportation, Inc. v. Butler County Board of Mental Retardation, 60 Ohio Misc. 71, 397 N.E.2d 781(C.P. 1979); and Burkholder v. Lauber, 6 Ohio Misc. 152, 216 N.E.2d (C.P. 1965).

At December 31, 2014, appropriations as approved by the Village Council did not agree to the Village's accounting system. The variance is as follows:

	Approved	UAN System	Variance
General Fund	\$ 116,100	\$ 125,746	\$ (9,646)

At December 31, 2013, appropriations as approved by the Village Council did not agree to the Village's accounting system. The variance is as follows:

	Approved	UAN System	Variance
General Fund	\$ 152,049	\$ 153,050	\$ (1,001)

Village Council should approve all appropriation amendments, record approval in the Board minutes, and file all appropriation amendments with the County Auditor in order to receive confirmation from the County Auditor that appropriations do not exceed estimated resources. The Fiscal Officer should only post legislatively approved amendments.

**FINDING NUMBER 2014-004**

**Noncompliance**

Ohio Rev. Code § 5705.41(B) prohibits subdivisions or taxing authorities from expending money unless it has been appropriated.

At December 31, 2013, expenditures exceeded appropriations in the Sewer Monthly Payment Fund in the amount of \$72,148.

VILLAGE OF VINTON  
GALLIA COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013  
(Continued)

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

FINDING NUMBER 2014-004 (Continued)

**Noncompliance – Ohio Rev. Code § 57-5.41(B) (Continued)**

The practice of allowing expenditures to exceed appropriations could result in negative fund balances for the Village.

The Village Fiscal Officer should compare expenditures to appropriations on a monthly basis. If appropriations in addition to those already adopted will be needed, the Village Council should adopt additional appropriations, if possible, to prevent expenditures from exceeding appropriations or reduce spending. The Village Fiscal Officer should deny requests for payment when appropriations are not available.

FINDING NUMBER 2014-005

**Noncompliance**

Ohio Rev. Code § 5705.41(D)(1) requires that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The fiscal officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance. The certificate need be signed only by the subdivision's fiscal officer. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

There are several exceptions to the standard requirement stated above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in § 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

1. "Then and Now" certificate - If the fiscal officer can certify that both at the time that the contract or order was made ("then"), and at the time that the fiscal officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant for the payment of the amount due. The taxing authority has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution. Amounts of less than \$3,000 may be paid by the fiscal officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority.

2. Blanket Certificate – Fiscal officers may prepare "blanket" certificates for a certain sum of money not in excess of an amount established by resolution or ordinance adopted by a majority of the members of the legislative authority against any specific line item account over a period not running beyond the end of the current fiscal year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation.

VILLAGE OF VINTON  
GALLIA COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2014 AND 2013  
(Continued)

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

FINDING NUMBER 2014-005 (Continued)

**Noncompliance – Ohio Rev. Code § 5705.41(D)(1) (Continued)**

3. Super Blanket Certificate – The entity may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the fiscal officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. More than one super blanket certificate may be outstanding at a particular time for any line-item appropriation.

The Village did not properly certify the availability of funds prior to purchase commitment for 100% of the expenditures tested during 2013 and 2014. In addition there was no evidence that the Village followed the aforementioned exceptions. Without these certifications, the management of the Village lost some of the control over expenditures.

Furthermore, the Village used “blanket” certificates for which Village Council did not have a resolution adopted to establish a maximum amount.

Unless the exceptions noted above are used, prior certification is not only required by statute but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the Village’s funds exceeding budgetary spending limitations, we recommend that the Fiscal Officer certify that the funds are or will be available prior to an obligation being incurred by the Village. When prior certification is not possible, “then and now” certification should be used.

The Village officials should obtain the Fiscal Officer’s certification of the availability of funds prior to the commitment being incurred. The most convenient certification method is to use purchase orders that include the certification language § 5705.41(D) requires to authorize disbursements. The Fiscal Officer should sign the certification at the time the Village incurs a commitment, and only when the requirements of § 5705.41(D) are satisfied and should only post approved purchase commitments to the proper appropriation code, to reduce the available appropriation. In addition, Village Council should adopt a resolution to establish a maximum amount for “blanket” certificates.

**Official’s Response:** We did not receive a response from Officials to the findings reported above.

**VILLAGE OF VINTON  
GALLIA COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2012 AND 2011**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain</i></b>
2012-01	Material Weakness for posting of receipts and expenditures.	No	Not Corrected. Reissued as Finding Number 2014-001
2012-02	Ohio Rev. Code § 5705.41(D) for improper encumbering.	No	Not Corrected. Reissued as Finding Number 2014-005

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# Dave Yost • Auditor of State

VILLAGE OF VINTON

GALLIA 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  
DECEMBER 31, 2015