



Dave Yost • Auditor of State



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May 21, 2018

Village of Valley Hi
Logan County
325 N. Main Street
Bellefontaine, Ohio 43311

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 Valley Hi, Logan County, (the Village) for the years ended December 31, 2017 and 2016.

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, 2017 and 2016.

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 accounting issues to report.

Current Year Observations

1. We noted the total reconciled cash balance on the December 29, 2017 bank reconciliations (\$117,329) did not agree to the total fund cash balance on the Village's December 29, 2017 Balance Sheet Prev. Year Comparison report (\$117,206) or the December 31, 2017 year-end financial statements (\$116,750). The Village's December 31, 2017 Balance Sheet Prev. Year Comparison report did agree to the Village's December 31, 2017 year-end financial statements. As a result of reconciling at December 29, 2017 rather than December 31, 2017, two checks issued between those dates were not included as part of the bank reconciliation. The Village should reconcile the bank and book as of the end of the fiscal year end to help prevent timing differences and to ensure all applicable receipts and disbursements are properly reflected in the bank reconciliation. Additionally, this will help assure the accounting system and fund balances agree to the financial statements.
2. We examined the December 2017 bank reconciliations and noted two outstanding check numbers had previously cleared the bank in December 2017. Check numbers 4777 and 4778, both issued on December 31, 2017, to WEX Bank and in the amounts of \$117.99 and \$55.76, respectively, were both listed on the outstanding check list. We examined the scanned images of the cleared checks on the checking account bank statement and noted the following:
 - a. Check number 4777, issued to Dayton Power and Light, in the amount of \$24.50, cleared the bank on December 22, 2017.
 - b. Check number 4778, issued to the Ohio Bureau of Workers' Compensation, in the amount of \$14.83, cleared the bank on December 22, 2017.

Current Year Observations (Continued)

The discrepancy in the information was unknown and the checks noted above were not outstanding as of April 2018. To improve accountability and reporting, the Fiscal Officer should review outstanding check lists from the accounting system to ensure information is accurate.

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

May 21, 2018



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VILLAGE OF VALLEY HI

LOGAN 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
MAY 31, 2018