



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



53 Johnson Road
The Plains, Ohio 45780-1231
(740) 594-3300 or (800) 441-1389
SoutheastRegion@ohioauditor.gov

Union Township
Morgan County
976 State Route 78 SW
Malta, Ohio 43758

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of Malta Township, Morgan County, Ohio (the Township) for the years ended December 31, 2019 and 2018.

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, 2019 and 2018.

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 Observation

1. **Ohio Rev. Code § 149.43(B)(2)** states, in part, a public office shall have available a copy of its current records retention schedule at a location readily available to the public.

Ohio Rev. Code § 149.381 states, in part, when a records commission has approved a schedule of records retention, the records commission shall send that schedule of records retention to the Ohio Historical Connection for its review. Upon completion of its review, the Ohio history connection shall forward the schedule of records retention to the auditor of state for the auditor of state's approval or disapproval.

No formal records retention schedule has been adopted by the Board of Trustees records commission and subsequently sent to Ohio Historical Connection for review and approval.

The Township should adopt a records retention schedule in accordance with the guidelines outlined in Ohio Rev. Code § 149.381. The Township should maintain this schedule and make it available to anyone wishing to review the schedule

2. We observed that the Township's credit cards are assigned to employees of the Township and the Fiscal Officer does not maintain physical control of the cards. When the Fiscal Officer does not retain general possession and control of the credit card, the Township must utilize the compliance officer model. Under this model, the Trustees must appoint a compliance officer. The compliance officer should not be the Fiscal Officer and should not be an authorized user of the card or authorize use of the credit card by an individual. In certain instances in which the compliance officer is authorized to use a credit card, the compliance officer must have their credit card statement reviewed by the Board of Trustees.

2. (Continued) At least once every 6 months, the compliance officer, if applicable, and the Trustees must review the number of cards and accounts issued, the number of active cards, the accounts issued, the expiration date(s) and credit limits of the cards and accounts. The Fiscal Officer must present credit card account transaction detail from the month previous, monthly to the Trustees. The Board of Trustees must review the credit card transaction detail and the Board President must sign an attestation stating the Board reviewed the credit card account transaction detail.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State
Columbus, Ohio

July 9, 2020

OHIO AUDITOR OF STATE
KEITH FABER



UNION TOWNSHIP

MORGAN 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
JULY 21, 2020**