



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Port Jefferson
Shelby County
100 Spring Street
P.O. Box 186
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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 Port Jefferson, Shelby County, (the Village) for the years ended December 31, 2019 and 2018.

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, 2019 and 2018.

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. During the engagement period and through August 2020, a bank reconciliation had not been prepared for the Village's mayor's court account. No reconciling items could be identified for the account at December 31, 2019; therefore, an unexplained reconciling difference of approximately \$93 existed between the bank balance and the Village's mayor's court ledger with the ledger balance exceeding the bank balance.

Failure to prepare a monthly bank reconciliation and identify and correct any reconciling variances could lead to reconciling errors and irregularities that may not be identified in a timely manner. Additionally, failure to complete the monthly bank reconciliation with no unsupported reconciling items could lead to a loss of eligibility for reduced audit services in the future and possibly being declared unauditible.

The Village should implement procedures to verify that monthly bank reconciliations are performed properly. Any reconciling error should be investigated and corrected promptly. For segregation of duties purposes, the Village Council and/or Village Fiscal Officer should review the monthly bank reconciliation to verify that it is properly completed with no reconciling variances. This matter was also identified in the previous audit of the Village.

2. **Ohio Rev. Code Section 117.38** states, in part, that each public office, other than a state agency, shall file a financial report for each fiscal year. The report shall be filed with the Auditor of State within sixty days after the close of the fiscal year.

The Village filed its annual financial report with the Auditor of State on June 12, 2019 for the year ending December 31, 2018.

Current Year Observations (Continued)

The Village should implement policies and procedures to verify its annual financial report is filed on or before sixty days after the close of the fiscal year and that the filed report is complete (including notes to the financial statements) and accurate.

3. **Ohio Rev. Code Section 149.43(E)(2)** states that “all public offices shall adopt a public records policy in compliance with this section for responding to public records requests. In adopting a public records policy under this division, a public office may obtain guidance from the model public records policy developed and provided to the public office by the attorney general under section 109.43 of the Revised Code. Except as otherwise provided in this section, the policy may not limit the number of public records that the public office will make available to a single person, may not limit the number of public records that it will make available during a fixed period of time, and may not establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours. 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. A public office that has established a manual or handbook of its general policies and procedures for all employees of the public office shall include the public records policy of the public office in the manual or handbook.”

There was no evidence that a formal public records policy had been adopted by the Village.

The Village should adopt a public records policy and post it in accordance with the requirements shown above. The Village can refer to the model policy on the Attorney General’s website.

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

There was no evidence that a formal records retention schedule had been adopted by the Village.

The Village should adopt a formal records retention schedule and make it available to the public.



Keith Faber
Auditor of State
Columbus, Ohio

September 22, 2020

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF PORT JEFFERSON

SHELBY 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 10/8/2020

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