



OHIO AUDITOR OF STATE
KEITH FABER



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Antrim Township
Wyandot County
3527 County Highway 59
Nevada, Ohio 44849-9731

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of Antrim Township, Wyandot County, Ohio (the Township) for the years ended December 31, 2020 and 2019.

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 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, 2020 and 2019.

The Township'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 noted the Township financed the purchase of a John Deere tractor with a bank loan in 2019. This type of debt is not authorized in **Ohio Rev. Code Chapter 133 and 505**. Without a statutory provision authorizing this method for incurring debt, the Township was not permitted to use such a method.

This loan was paid off by the Township in April 2020. However, inadequate policies and procedures related to debt issuance can result in illegal expenditures by the Township. The Township should consult with legal counsel before incurring debt to determine if the debt is authorized by statute.

2. We noted the Township does not have an adopted records retention schedule policy. It therefore cannot have a copy of said policy available to the public. **Ohio Rev. Code § 149.43(B)(2)** states, in part, a public office also "shall have available a copy of its current records retention schedule at a location readily available to the public." Failure to have and follow a records retention schedule could result in public records being disposed of prematurely. The Township should implement procedures to provide the appropriate policy is approved to help avoid issues with public records requests.

The Ohio History Connection provides suggested records retention schedules to aid local governments in creating and adopting their own records retention schedule. Information regarding these model retention schedules is available at the following web address: <https://www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program/local-government-records-publications-amp-forms>.

3. We noted the Township has an outstanding check in the amount of \$36 from 2005 carried on its monthly reconciliations. Long outstanding checks should periodically be investigated and either voided, re-issued or put in an unclaimed money fund. Failure to properly monitor reconciling items can result in fund balances being incorrectly stated. The Township should ensure procedures be put in place to ensure that long outstanding items are reviewed and corrected timely.
4. We noted the Township incorrectly recorded proceeds from the sale of a road grader in the amount of \$10,000 in 2020 as a miscellaneous receipt within the Gasoline Tax special revenue fund, rather than as a sale of capital asset within a permanent improvement fund. **Ohio Rev. Code § 5705.10(F)** requires revenue received from the sale of a permanent improvement to be paid into the sinking fund, the bond retirement fund, or a special fund for the construction or acquisition of permanent improvements. **Ohio Rev. Code § 5705.01(E)** defines "permanent improvement" or "improvement" to mean "any property, asset, or improvement with an estimated life or usefulness of five years or more, including land and interests therein, and reconstructions, enlargements, and extensions thereof having an estimated life or usefulness of five years or more."

Failure to record this transaction in the proper fund caused inaccurate ending balances at December 31, 2020. On June 14, 2021, the Township corrected this error remitting the amount due to the Capital Improvement fund from the Gasoline Tax fund. The Township should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.



Keith Faber
Auditor of State
Columbus, Ohio

June 15, 2021

OHIO AUDITOR OF STATE KEITH FABER



ANTRIM TOWNSHIP

WYANDOT 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 6/29/2021

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