



OHIO AUDITOR OF STATE
KEITH FABER



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Village of Macksburg
Washington County
235 Back Road
Macksburg, Ohio 45746

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

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 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, 2020 and 2019.

The Village'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 Observations

- Ohio Rev. Code §§ 109.43(B) and 149.43(E)(1)** require all state and local elected officials, or their designees, to attend 3 hours of training on Ohio's Public Records Laws during each term of office. The training received must be certified by the Ohio Attorney General. Proof of completion of training must include documentation either from the Attorney General's Office or from another entity certified by the Attorney General to provide the training to the elected official or his/her designee. Attendees who successfully complete the training will receive a certificate to serve as proof of training. Two out of two (100%) of the Village's elected officials with terms ending in 2020 and 2019, did not, during their term of office, attend a required Certified Public Records Training or have an appropriate designee attend a training, due to deficiencies in internal controls over public record laws training procedures and monitoring. This could result in improper education of public offices regarding the offices' duties related to public records requests as well as improper withholding of information from stakeholders. The elected officials, or their designee(s), should, during their term of office, attend public records training and maintain proof of completion of the training.
- Ohio Rev. Code § 149.43(B)(2)** provides that the Village should have an approved records retention schedule which is readily available to the public. The Council did not approve a formal records retention schedule. This could lead to improper destruction of records. The Council should approve the required record retention schedule.
- Ohio Rev. Code § 5705.10(D)** provides in part that all revenue derived from a source other than the general property tax and which the law prescribes shall be used for a particular purpose, shall be paid into a special fund for such purpose. The Village inappropriately over-recorded receipts by \$895 and \$128 in the Street Construction, Maintenance and Repair Fund and General Fund, respectively. The Village inappropriately under-recorded receipts by \$108 and \$915 in the Permissive Motor Vehicle License Tax Fund and State Highway Fund, respectively.

Current Year Observations (Continued)

3. Ohio Rev. Code § 5705.10(D) (Continued)

Audit adjustments are reflected in the accounting records correcting the misstatement. The lack of controls over the posting of financial transactions decreases the reliability of financial data at year-end and can result in undetected errors and irregularities. The Village should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.

Current Status of Matters Reported in our Prior Engagement

1. The prior audit included material noncompliance (Finding 2018-001) with Ohio Rev. Code § 117.38 for late filing of annual reports with the Auditor of State. The Village timely filed its annual reports with the Auditor of State for 2020 and 2019.
2. The prior audit included material noncompliance (Finding 2018-002) with Ohio Rev Code § 145.03(A) for enrolling employees in Social Security rather than Ohio Public Employee's Retirement System. The Village corrected enrollments in 2020 and 2019.
3. The prior audit included material noncompliance (Finding 2018-003) with Ohio Rev. Code § 5705.10(1) for negative fund balances. The Village implemented corrective actions so that no negative balances existed as of December 31, 2020.
4. The prior audit included material noncompliance (Finding 2018-004) with Ohio Rev. Code § 5705.36 for failing to file the certificate of estimate resources with the County Auditor. The required certificates were filed in 2020 and 2019.
5. The prior audit included material noncompliance (Finding 2018-005) with Ohio Rev. Code § 5705.38(A), Ohio Rev. Code § 5705.38(C), and Ohio Rev. Code § 5705.38(A) for making expenditures while failing to approve an appropriation resolution. Appropriations were approved and filed with the County Auditor in 2020 and 2019.
6. The prior audit included a material weakness and material noncompliance (Finding 2018-006) with Ohio Rev. Code § 5705.41(D) for improperly certifying expenditures. Appropriations were approved to allow for proper certification and purchase orders were on file in 2020 and 2019.
7. The prior audit included a material weakness and material noncompliance (Finding 2018-007) with Ohio Admin. Code § 117-2-02(A) for failing to maintain a complete receipts ledger and appropriation ledger with running balances. The required ledgers were available and maintained in 2020 and 2019.
8. The prior audit included a material weakness and material noncompliance (Finding 2018-008) with Ohio Admin. Code § 117-2-02(A) for failing to properly classify fund balances in accordance with GASB 54. No such reclassifications were identified for 2020 or 2019.
9. The prior audit included material noncompliance (Finding 2018-009) with 26 U.S.C. § 3402 for failing to maintain withholding documentation and timely remit withholdings. Remittances were supported and paid in 2020 and 2019.

Current Status of Matters Reported in our Prior Engagement (Continued)

10. The prior audit included a material weakness (Finding 2018-010) for Council failing to review monthly bank reconciliations and other financial information. Proper financial information was reviewed for 2020 and 2019.



Keith Faber
Auditor of State
Columbus, Ohio

May 25, 2021

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF MACKSBURG

WASHINGTON 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 6/8/2021

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