



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



PO Box 828
Athens, Ohio 45701
(740) 594-3300 or (800) 441-1389
SoutheastRegion@ohioauditor.gov

Village of Stafford
Monroe County
P.O. Box 384
Stafford, Ohio 43786

To the Village Council:

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 Stafford, Monroe 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

1. **Ohio Rev. Code § 149.43(E)(1)** provides that all elected officials or their appropriate designees shall attend training approved by the attorney general as provided in § 109.43 of the Revised Code. **Ohio Rev. Code § 109.43(B)** states in part the attorney general shall develop, provide, and certify training programs and seminars for all elected officials or their appropriate designees, in order to enhance the officials' knowledge of the duty to provide access to public records as required by § 149.43 of the Revised Code. The training shall be three hours for every term of office for which the elected official was appointed or elected to the public office involved. The Clerk and Council members did not attend public records training for their term ending during the audit period, nor did they have a designee go to the training in their place. The Village officials or their designee should attend at least 3 hours of training on Ohio's Public Records Laws during their term of office.
2. We noted that the Village has not adopted a public records policy or adopted a formal records retention schedule in accordance with **Ohio Rev. Code § 149.43(E)(2)** and **Ohio Rev. Code § 149.43(B)(2)**, respectively. The Village should establish a public records policy and a records retention schedule in accordance with the aforementioned Ohio Revised Code.
3. **Ohio Rev. Code § 733.81(D)(2)** states that a fiscal officer who is elected to a subsequent term of office shall complete twelve hours of continuing education courses in each subsequent term of office. The Clerk did not obtain the required amount of training courses for her term ending March 31, 2020. The Clerk should attend trainings to help further her continuing education as required by the aforementioned Ohio Revised Code.

Current Year Observations (Continued)

4. **Ohio Rev. Code § 121.22(F)** requires every public body to, by rule, establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. A public body shall not hold a special meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall immediately notify the news media that have requested notification. The Village does not have a method to notify the public of meeting dates and times of all regularly scheduled meetings. The Village should establish a reasonable method to notify the public of all regularly scheduled meeting and also any special meetings, if applicable.
5. **Ohio Rev. Code § 5705.10(A)** states that all revenue derived from the general levy for current expense within the ten-mill limitation, from any general levy for current expense authorized by vote in excess of the ten-mill limitation, and from sources other than the general property tax, unless its use for a particular purpose is prescribed by law, shall be paid into the general fund. In 2020, the Clerk-Treasurer posted the 1st Half Real Estate Taxes to the Street Construction and State Highway Funds, in the amounts of \$698 and \$57, respectively, and should have been posted to the General Fund. This adjustment, which management agreed, was posted to the Village's accounting system.
6. **26 C.F.R. Section 3402(a)(1)** states in general, except as otherwise provided in this section, every employer making payment of wages shall deduct and withhold upon such wages a tax determined in accordance with tables or computational procedures prescribed by the Secretary of the Treasury. The Village paid the total amount of 2020 Federal withholding taxes in the amount of \$596.70 on June 29, 2021, which was deemed delinquent but paid in full for 2020. The Village should pay federal withholdings timely in order to prevent any late fees and penalties.

Current Status of Matters Reported in our Prior Engagement

7. **Ohio Rev. Code § 117.38** states each public office shall file a financial report for each fiscal year. The report shall be certified by the proper officer or board and filed with the Auditor of State within sixty days after the close of the fiscal year. The Auditor of State may extend the deadline for filing a financial report and establish terms and conditions for any such extension. The Village filed its 2020 and 2019 annual financial reports on June 25, 2021 and March 4, 2020, respectively. No extension was obtained. Our prior engagement noted the Village failed to file their 2018 and 2017 annual financial report within the allotted 60 days. The Village should submit the Annual Financial Report each year in accordance with the aforementioned requirements.
8. **Section 278, Public Law 97-248, H. R. 4961** states that Medicare should be deducted from employees' compensation for all employees hired after March 31, 1986. Furthermore, employers are liable for reporting and remitting these taxes. The Village did not withhold Medicare taxes for employee and employer share of wages paid to the officials for 2019. Our prior engagement noted the Village failed to withhold and remit Medicare taxes for 2018 and 2017. The Village should withhold employer and employee share of Medicare taxes for all employees' wages.
9. **Ohio Rev. Code § 145.01(R)(1)** states "earnable salary" means all salary, wages, and other earnings paid to a contributor by reason of employment in a position covered by the retirement system. The salary, wages, and other earnings shall be determined prior to determination of the amount required to be contributed to the employees' savings fund under § 145.47 of the Revised Code and without regard to whether any of the salary, wages, or other earnings are treated as deferred income for federal income tax purposes.

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

9. Ohio Rev. Code § 145.01(R)(1) (Continued)

During 2020 and 2019, the appointed Clerk/Treasurer did not contribute to the Ohio Public Employees Retirement System (OPERS). Our prior engagement noted the Village failed to contribute to OPERS for 2018 and 2017.

The Village should withhold and remit OPERS contributions to OPERS each pay period for those salaries and wages that meet the definition of "earnable salary."



Keith Faber
Auditor of State
Columbus, Ohio

August 11, 2021

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF STAFFORD

MONROE 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 8/24/2021

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

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