



OHIO AUDITOR OF STATE
KEITH FABER



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Columbus, Ohio 43215
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BASIC AUDIT REPORT

Harrison Township
Gallia County
127 State Street
PO Box 520
Proctorville, Ohio 45669

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Harrison Township, Gallia County, (the Township), for the years ended December 31, 2023 and 2022.

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, 2023 and 2022.

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 no significant compliance or accounting issues to report.

Current Year Observations

1. Ohio Rev. Code Chapter 133 authorizes certain methods by which subdivisions may incur debt.

During 2023 and 2022, the Township made principal payments on two outstanding promissory notes that were paid off in 2023. Additionally, the township issued a new bank loan in 2023.

This type of debt is not authorized in Ohio Rev. Code Chapter 133. The Township had no statutory authority to incur debt through either installment loans or promissory notes with any banking institutions.

The Township should consult with legal counsel before incurring debt to determine if the debt is authorized by statute.

2. Ohio Rev. Code § 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 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 Township's December 31, 2022, annual financial report due by March 1, 2023, was not filed with the Auditor of State until March 10, 2023.

The Township should implement procedures to verify its annual financial report is filed with the Auditor of State by the required deadline.

Current Year Observations (Continued)

3. Ohio Rev. Code § 5549.21 states except as otherwise provided in §§ 505.08, 505.101, and 5513.01 of the Revised Code, all purchases of materials, machinery, and tools shall, if the amount involved exceeds the amount specified in § 9.17 of the Revised Code, be made from the lowest responsible bidder after advertisement, as provided in § 5575.01 of the Revised Code.

The Township purchased equipment for \$57,184 in May 2023, which exceeded the amount specified in § 9.17 without advertising for bids to make sure the township received the lowest price.

The Township should follow the Ohio Revised Code when purchasing equipment over the threshold.

4. Pursuant to HB No. 481, 133rd G.A., Section 27(F)(1), as amended by HB No. 614, 133rd G.A., not later than November 20, 2020, the fiscal officer of each subdivision shall pay the unencumbered balance of money in the subdivision's local coronavirus relief fund to the county treasurer. In the Consolidated Appropriations Act, 2021 (signed 12/27/20), Congress extended the deadline in the 3rd prong of the CARES Act to December 31, 2021.

The \$238.82 unencumbered balance of coronavirus relief funds was not returned to the county or state by December 31, 2021. This amount was carried over to fiscal years 2022 and 2023.

The Township should contact the County to determine if these funds can still be returned to the County or if they need to be returned to the State of Ohio.

5. 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.

100% of the Township's elected officials with terms ending in 2023, 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.

6. During fiscal year 2022, the townships estimated resources fell within the \$250,001 to \$500,000 budget category until July 6, 2022, when an amendment to estimated resources increased the township to the \$500,000.01 to \$750,000 category. However, officials' salaries were not increased. In Fiscal Year 2023, the township estimated resources exceeded \$500,000 for the entire year so the officials were eligible for pay from the \$500,001-\$750,000 category but were paid for one month from the under \$250,000 category and for 11 months from the \$250,001-\$500,000 category.

The Fiscal Officer's allowable salary for 2022 is calculated at \$15,871 but the Fiscal Officer was paid \$15,048 resulting in an underpayment of \$823. The Fiscal Officer's allowable salary for 2023 was \$17,012 but Fiscal Officer was paid \$15,027 resulting in an underpayment of \$1,985. The total underpayment for the 2-year period for the Fiscal Officer is \$2,808.

Current Year Observations (Continued)

The Trustees allowable salary for 2022 is calculated at \$10,327 but Trustee's Angel, Adkins, and McGuire were each paid \$10,032 resulting in an underpayment of \$295 for each Trustee. The Trustees allowable salary for 2023 is calculated at \$902 for Trustee Angel, \$9,922 for Trustee Cremeens and \$10,824 for Trustee Adkins and Trustee McGuire. Trustee Angel was paid \$735 for his one month resulting in an underpayment of \$167. Trustee Cremeens was paid \$9,357 for his 11 months resulting in an underpayment of \$565. Trustee Adkins and Trustee McGuire were each paid \$10,092 for the year resulting in an underpayment of \$732 each. The total of underpayment for the two year period is \$462 for Trustee Angel, \$565 for Trustee Cremeens, \$1,027 for Trustee Adkins and \$1,027 for Trustee McGuire.

The Fiscal Officer should review the Township compensation chart to ensure she is using the proper budget category based on the Township's approved estimated resources and calculating the allowable salary for each official based on the compensation chart.

7. The Township received a \$10,000 grant from the State of Ohio Department of Commerce for the Fire Department that was posted to General Fund; however, this receipt should have been recorded in the Fire Fund.

The Fiscal Officer corrected the above adjustment on May 13, 2024.



Keith Faber
Auditor of State
Columbus, Ohio

May 16, 2024

OHIO AUDITOR OF STATE KEITH FABER



HARRISON TOWNSHIP

GALLIA 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 5/28/2024

65 East State 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