



OHIO AUDITOR OF STATE
KEITH FABER





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BASIC AUDIT REPORT

Village of Fultonham
Muskingum County
24 E Main Street
South Zanesville, Ohio 43701

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 Fultonham, Muskingum County, Ohio (the Village), for the years ended December 31, 2024 and 2023.

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, 2024 and 2023.

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 §117.38** provides that entities filing on a cash-basis must file annual reports with the Auditor of State within 60 days of the fiscal year-end. The Auditor of State may prescribe by rule or guidelines the forms for these reports. However, if the Auditor of State has not prescribed a reporting form, the public office shall submit its report on the form used by the public office. We noted the December 31, 2024 financial statements were filed with the Auditor of State on March 20, 2025, after the deadline of March 3, 2025 and the December 31, 2023 financial statements were filed with the Auditor of State on March 29, 2024, after the deadline of February 29, 2024. We also reported this matter in our prior basic audit.
2. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices take certain actions with regard to their public record policy. Public offices must distribute their Public Records Policy to the employee who is the records custodian/manager or otherwise has custody of the records of that office and have that employee acknowledge receipt of the Public Records Policy.

The Village was unable to provide written evidence the Public Records Policy was provided to the records custodian/manager. Failure to maintain written evidence could result in the Village failing to properly maintain records. We also reported this matter in our prior basic audit.

Current Year Observations (Continued)

3. **Ohio Rev. Code § 733.81** outlines continuing education requirements for elected and appointed fiscal officers. The appointed fiscal officer failed to complete the required continuing education for her term ending in 2024.
4. **Ohio Rev. Code § 5705.10(D)** requires 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 incorrectly posted \$227 relating to Permissive Motor Vehicle License Tax in 2024 to the General Fund.

Ohio Rev. Code § 5705.10(I) requires that money paid into any fund shall be used only for the purposes for which such fund is established.

The Village incorrectly paid the Fiscal Officer from the Street Construction Maintenance and Repair Special Revenue Fund in 2023 totaling \$625 rather than the General Fund.

The Village has posted an adjustment to their accounting system to correct for these errors.

5. **Ohio Rev. Code § 5747.07** requires an employing government to remit taxes which it withheld pursuant to Ohio Rev. Code § 5705.06 (including the state payroll tax) to the appropriate authority.

It also requires the employing government to report compensation paid and taxes withheld to the tax commissioner and to each of its own employees by January 31 of each year. The Clerk withheld state payroll taxes for both 2024 and 2023; however, there is no evidence she paid the taxes in 2024 and 2023 in accordance with the applicable schedule prescribed by Ohio Rev. Code § 5747.07 or submitted the annual reports to the tax commissioner. We also reported this matter in our prior basic audit.

This matter will be referred to the Ohio Department of Taxation.

6. **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.

26 U.S.C. § 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.

26 U.S.C. § 3403 states that the employer shall be liable for the payment of the tax required to be deducted and withheld under this chapter and shall not be liable to any person for the amount of any such payment.

The Village did not remit federal income and Medicare taxes withheld during the audit period for all employees. We also reported this matter in our prior basic audit.

This matter will be referred to the Internal Revenue Service

Current Year Observations (Continued)


7. The Village utilizes the Uniform Accounting Network (UAN) software to record all financial activity of the Village, which includes the monthly bank to book reconciliation. The UAN system shows when a receipt or disbursement is posted to the system and also the date the monthly bank to book reconciliation is performed and posted.

During the engagement period, we noted the Village did not timely post financial transactions, which resulted in failure to complete timely bank to book reconciliations. Particularly, the Village's January through April 2023 bank reconciliations were not completed until May 2023 and the year-end reconciliation was not completed until February 2024. The March and April 2024 bank reconciliations were not completed until June 2024 and the October through November 2024 bank reconciliations were not completed until January 2025.

The Village's small size requires governing board involvement relating to critical accounting processes, such as timely review and approval of the monthly bank to book reconciliation. This helps compensate for the inability to segregate the duties of the fiscal officer and identify any errors or irregularities in a timely manner.

8. During the engagement, we noted the Village was provided commission payments on their agreement with G&J Pepsi in April and June of 2024 via check, however there was no evidence the Village received or cashed the checks, totaling \$155.94. Through our inquiries directly with G&J Pepsi, it was noted the related checks had not yet been cashed. The Village should contact G&J Pepsi to request re-issuance of payment due to the Village.
9. We noted the Village's outstanding checks at December 31, 2024 consisted of three payments totaling \$897 dated greater than one year. Two of the three payments were electronic fund transfers (EFT), therefore unlikely to be valid reconciling items at year-end. The Village should review reconciling items for accuracy and take corrective action to remove, if necessary.

KEITH FABER
Ohio Auditor of State



Tiffany L. Ridenbaugh, CPA, CFE, CGFM
Chief Deputy Auditor

August 4, 2025

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF FULTONHAM

MUSKINGUM 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 8/14/2025

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
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