



OHIO AUDITOR OF STATE  
**KEITH FABER**





VILLAGE OF WEST MANCHESTER  
PREBLE COUNTY

DECEMBER 31, 2023 AND 2022

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# OHIO AUDITOR OF STATE KEITH FABER



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## INDEPENDENT AUDITOR'S REPORT

Village of West Manchester  
Preble County  
PO Box 168  
West Manchester, Ohio 45382

To the Village Council:

### Report on the Audit of the Financial Statements

#### ***Unmodified and Adverse Opinions***

We have audited the financial statements of the Village of West Manchester, Preble County, Ohio (the Village), which comprises the cash balances, receipts and disbursements for each governmental and proprietary fund type as of and for the years ended December 31, 2023 and 2022, and the related notes to the financial statements.

#### ***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental and proprietary fund type as of and for the years ended December 31, 2023 and 2022, and the related notes to the financial statements, in accordance with the financial reporting provisions which Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit, described in Note 2.

#### ***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* section of our report, the accompanying financial statements do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village, as of December 31, 2023 and 2022, or the changes in financial position or, where applicable, cash flows thereof for the year then ended.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Village, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 2 of the financial statements, the financial statements are prepared by the Village on the basis of the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 2 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2024, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.



Keith Faber  
Auditor of State  
Columbus, Ohio

December 31, 2024

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**Village of West Manchester, Ohio**  
*Preble County*

*Combined Statement of Receipts, Disbursements  
and Changes in Fund Balances (Regulatory Cash Basis)  
All Governmental Fund Types  
For the Year Ended December 31, 2023*

	General	Special Revenue	Capital Projects	Combined Total
<b>Cash Receipts</b>				
Property and Other Local Taxes	\$17,281	\$9,433		\$26,714
Intergovernmental	28,690	36,449		65,139
Charges for Services		148,162		148,162
Fines, Licenses and Permits	2,221			2,221
Earnings on Investments	336			336
Miscellaneous	23,320	44,922		68,242
<i>Total Cash Receipts</i>	<u>71,848</u>	<u>238,966</u>		<u>310,814</u>
<b>Cash Disbursements</b>				
Current:				
Security of Persons and Property		92,784		92,784
Basic Utility Services		26,895		26,895
Transportation	108	26,166		26,274
General Government	62,321	7,007		69,328
Intergovernmental				0
Capital Outlay	1,016			1,016
<i>Total Cash Disbursements</i>	<u>63,445</u>	<u>152,852</u>		<u>216,297</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>8,403</u>	<u>86,114</u>		<u>94,517</u>
<b>Other Financing Receipts (Disbursements)</b>				
Transfers In		92		92
Transfers Out	(302)			(302)
Advances In	10,767			10,767
Advances Out	(5,000)	(6,000)		(11,000)
Other Financing Uses		(598)		(598)
<i>Total Other Financing Receipts (Disbursements)</i>	<u>5,465</u>	<u>(6,506)</u>		<u>(1,041)</u>
<i>Net Change in Fund Cash Balances</i>	13,868	79,608		93,476
<i>Fund Cash Balances, January 1</i>	<u>28,047</u>	<u>140,775</u>	<u>30</u>	<u>168,852</u>
<i>Fund Cash Balances, December 31</i>	<u>\$41,915</u>	<u>\$220,383</u>	<u>\$30</u>	<u>\$262,328</u>

*See accompanying notes to the basic financial statements.*

**Village of West Manchester, Ohio**  
*Preble County*

*Combined Statement of Receipts, Disbursements  
and Changes in Fund Balances (Regulatory Cash Basis)  
Proprietary Fund Type  
For the Year Ended December 31, 2023*

	Enterprise
<b>Operating Cash Receipts</b>	
Charges for Services	\$291,511
Miscellaneous	68,917
<i>Total Operating Cash Receipts</i>	360,428
<b>Operating Cash Disbursements</b>	
Personal Services	78,292
Contractual Services	160,917
Supplies and Materials	40,818
Other	4,729
<i>Total Operating Cash Disbursements</i>	284,756
<i>Operating Income (Loss)</i>	75,672
<b>Non-Operating Receipts (Disbursements)</b>	
Property and Other Local Taxes	8,272
Capital Outlay	(3,048)
Principal Retirement	(11,938)
Interest and Other Fiscal Charges	(30,680)
<i>Total Non-Operating Receipts (Disbursements)</i>	(37,394)
<i>Income (Loss) before Transfers and Advances</i>	38,278
Transfers In	2,604
Transfers Out	(2,400)
Advances In	5,000
Advances Out	(4,767)
<i>Net Change in Fund Cash Balances</i>	38,715
<i>Fund Cash Balances, January 1</i>	326,711
<i>Fund Cash Balances, December 31</i>	\$365,426

*See accompanying notes to the basic financial statements.*

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

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**Note 1 – Reporting Entity**

The Village of West Manchester (the Village), Preble County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides water, sewer, and trash utilities, as well as park operations. The Village also provides a local, volunteer fire department. The Village contracts with the Preble County Sheriff's department to provide security of persons and property. The Village contracts with Monroe Township to receive emergency medical services.

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**Note 2 – Summary of Significant Accounting Policies**

***Basis of Presentation***

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary fund types which are all organized on a fund type basis.

***Fund Accounting***

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

***General Fund*** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

***Special Revenue Funds*** These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

***Street Fund*** This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

***Fire Fund*** This fund receives money from fire contracts from Monroe Township and Harrison Township fire districts to provide for the protection of area citizens. The Village also contracts with a fire billing company. Fund that are collected are sent to the Village minus a contracted percentage.

***Capital Project Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

***Fire Truck Reserve Fund*** This fund receives fire contract and or fire billing monies that are set aside for the purchase of a fire truck.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

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**Enterprise Funds** These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Funds:

**Water Fund** The water fund receives charges for services from residents to cover the cost of providing this utility. This fund accounts for the provision of water treatment and distribution to the residents and commercial users located within the Village.

**Sewer Fund** The sewer fund receives charges for services from residents to cover the cost of sewer services. This fund accounts for the provision of sanitary sewer services to the residents and commercial users within the Village.

**Refuse Fund** The refuse fund receives charges for services from residents to cover the cost of refuse services. This fund accounts for the provision of refuse collection services to the residents and commercial users within the Village.

***Basis of Accounting***

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C). This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C) permit.

***Budgetary Process***

The Ohio Revised Code requires that each fund be budgeted annually.

**Appropriations** Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

**Estimated Resources** Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

**Encumbrances** The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled and reappropriated in the subsequent year.

A summary of 2023 budgetary activity appears in Note 3.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

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***Capital Assets***

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

***Accumulated Leave***

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

***Nonspendable*** The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

***Restricted*** Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

***Committed*** Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

***Assigned*** Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

***Unassigned*** Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

For regulatory purposes, limited disclosure related to fund balance is included in Note 11.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

**Note 3 – Budgetary Activity**

Budgetary activity for the year ending December 31, 2023 follows:

2023 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$81,500	\$82,615	\$1,115
Special Revenue	237,168	239,058	1,890
Enterprise	376,327	376,304	(23)
<b>Total</b>	<b>\$694,995</b>	<b>\$697,977</b>	<b>\$2,982</b>

2023 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$87,900	\$68,747	\$19,153
Special Revenue	178,345	159,450	18,895
Enterprise	358,200	337,589	20,611
<b>Total</b>	<b>\$624,445</b>	<b>\$565,786</b>	<b>\$58,659</b>

**Note 4 – Deposits and Investments**

To improve cash management, cash received by the Village is pooled. Monies for all funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. A summary of the Village's deposit and investment accounts are as follows:

	2023
<b><i>Cash Management Pool:</i></b>	
Demand deposits	\$189,566
Other time deposits (savings and NOW accounts)	438,188
Total deposits	<b>\$627,754</b>

The Village does not use a separate payroll clearing account. The expenditures included in the accompanying financial statement reflect net payroll plus all remitted payroll withholdings.

***Deposits***

Deposits are insured by the Federal Deposit Insurance Corporation; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

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**Note 5 – Taxes**

***Property Taxes***

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statements include these credits and/or deduction amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property and for billing, collecting, and distributing all property taxes on behalf of the Village.

**Note 6 – Interfund Balances**

Outstanding advances at December 31, 2023, consisted of \$7,590 and \$13,552 advanced to the Street and Water funds, respectively, to provide working capital for operations or projects.

**Note 7 – Risk Management**

***Workers' Compensation***

Workers' Compensation coverage is provided by the State of Ohio. The Village pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

***Commercial Insurance***

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Employment practices;
- Liability of public officials; and
- Vehicles.

**Note 8 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

Some Village employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement health care and survivor and disability benefits.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

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The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries, and the Village contributed an amount equaling 14 percent of participants' gross salaries. The Village has paid all contributions required through December 31, 2023.

***Social Security***

Several Village employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Village contributed an amount equal to 6.2 percent of participants' gross salaries. The Village has paid all contributions required through December 31, 2023.

**Note 9 – Postemployment Benefits**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. For calendar year 2023, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and 2 percent for members in the combined plan. For 2023, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent; however, a portion of the health care rate was funded with reserves.

**Note 10 – Debt**

Debt outstanding at December 31, 2023, was as follows:

	Principal	Interest Rate
OWDA Loan 4499	\$23,264	3.92%
OWDA Loan 9875	\$914,371	3.47%
OWDA Loan 9874	\$184,962	3.47%
OPWC Loan CT59W	83,125	0%
Total	\$1,205,722	

The OWDA Loan 4499 relates to the water line extension improvements. The loan is to be repaid in semiannual installments, including interest of 3.92%, for a period of 30 years, ending in 2037. This loan will be repaid from the Water Fund.

The OWDA Loan 9874 and 9875 relates to the sewer system improvements. These refinanced the previous USDA loans 92-03 and 92-05. The loans are to be repaid in semiannual installments, including interest of 3.47%, for a period of 22.5 years, ending in 2045. This loan will be repaid from the Sewer Sinking Fund.

The OPWC Water Meters and Main Street Improvements Loan (CT59W) relates to the installation of electronic water meters at every household in the Village and improvements to roads where water lines reside. The interest-free loan is to be repaid in semiannual installments of \$1,484 starting in 2022. This loan is for a period of 30 years, ending in 2052. This loan will be repaid from the Water Fund and the Street Fund.



**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

***Amortization***

Amortization of the above debt, including interest, is scheduled as follows:

Year Ending December 31:	OWDA Loan 4499	OWDA Loan 9875	OWDA Loan 9874	OPWC Loan CT59W
2024	\$2,226	\$59,768	\$12,090	\$1,484
2025	2,236	59,768	12,090	2,969
2026	2,236	59,768	12,090	2,969
2027	2,236	59,768	12,090	2,969
2028	2,236	59,768	12,090	2,969
2029-2033	11,178	298,842	60,451	14,844
2034-2038	7,825	298,842	60,452	14,844
2039-2043		298,842	60,451	14,844
2044-2048		119,537	24,180	14,843
2049-2052				10,390
Total	<u>\$30,173</u>	<u>\$1,314,903</u>	<u>\$265,984</u>	<u>\$83,125</u>

**Note 11 – Fund Balances**

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control.

The fund balance of special revenue funds is either restricted or committed. The fund balance of capital projects funds is restricted, committed or assigned. These restricted, committed and assigned amounts in the special revenue and capital projects funds would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned. There were no outstanding encumbrances at December 31, 2023.

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**Village of West Manchester, Ohio**  
*Preble County*

*Combined Statement of Receipts, Disbursements  
and Changes in Fund Balances (Regulatory Cash Basis)  
All Governmental Fund Types  
For the Year Ended December 31, 2022*

	General	Special Revenue	Capital Projects	Combined Total
<b>Cash Receipts</b>				
Property and Other Local Taxes	\$13,869	\$9,562		\$23,431
Intergovernmental	30,800	109,346		140,146
Charges for Services		108,386		108,386
Fines, Licenses and Permits	2,233			2,233
Earnings on Investments	377			377
Miscellaneous	2,288	12,860		15,148
<i>Total Cash Receipts</i>	<u>49,567</u>	<u>240,154</u>		<u>289,721</u>
<b>Cash Disbursements</b>				
Current:				
Security of Persons and Property		167,475		167,475
Transportation	40	23,756		23,796
General Government	39,383	7,007		46,390
Capital Outlay	1,249			1,249
Debt Service:				
Principal Retirement			16,217	16,217
Interest and Fiscal Charges			86	86
<i>Total Cash Disbursements</i>	<u>40,672</u>	<u>198,238</u>	<u>16,303</u>	<u>255,213</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>8,895</u>	<u>41,916</u>	<u>(16,303)</u>	<u>34,508</u>
<b>Other Financing Receipts (Disbursements)</b>				
Transfers In		107	3,893	4,000
Transfers Out	(340)	(3,856)		(4,196)
Advances In	16,017			16,017
Advances Out	(20,842)	(6,000)		(26,842)
Other Financing Uses		(555)		(555)
<i>Total Other Financing Receipts (Disbursements)</i>	<u>(5,165)</u>	<u>(10,304)</u>	<u>3,893</u>	<u>(11,576)</u>
<i>Net Change in Fund Cash Balances</i>	3,730	31,612	(12,410)	22,932
<i>Fund Cash Balances, January 1</i>	<u>24,317</u>	<u>109,163</u>	<u>12,440</u>	<u>145,920</u>
<i>Fund Cash Balances, December 31</i>	<u>\$28,047</u>	<u>\$140,775</u>	<u>\$30</u>	<u>\$168,852</u>

See accompanying notes to the basic financial statements.

**Village of West Manchester, Ohio**  
*Preble County*

*Combined Statement of Receipts, Disbursements  
and Changes in Fund Balances (Regulatory Cash Basis)  
Proprietary Fund Type  
For the Year Ended December 31, 2022*

	Enterprise
<b>Operating Cash Receipts</b>	
Charges for Services	\$278,726
Fines, Licenses and Permits	
Miscellaneous	3,952
<i>Total Operating Cash Receipts</i>	<i>282,678</i>
<b>Operating Cash Disbursements</b>	
Personal Services	63,798
Contractual Services	105,797
Supplies and Materials	19,113
Other	4,923
<i>Total Operating Cash Disbursements</i>	<i>193,631</i>
<i>Operating Income (Loss)</i>	<i>89,047</i>
<b>Non-Operating Receipts (Disbursements)</b>	
Property and Other Local Taxes	2,564
Other Debt Proceeds	1,105,531
Capital Outlay	(3,229)
Principal Retirement	(1,088,573)
Interest and Other Fiscal Charges	(41,440)
<i>Total Non-Operating Receipts (Disbursements)</i>	<i>(25,147)</i>
<i>Income (Loss) before Transfers and Advances</i>	<i>63,900</i>
Transfers In	196
Transfers Out	0
Advances In	20,842
Advances Out	(10,017)
<i>Net Change in Fund Cash Balances</i>	<i>74,921</i>
<i>Fund Cash Balances, January 1</i>	<i>251,790</i>
<i>Fund Cash Balances, December 31</i>	<i>\$326,711</i>

*See accompanying notes to the basic financial statements.*

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

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**Note 1 – Reporting Entity**

The Village of West Manchester (the Village), Preble County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides water, sewer, and trash utilities, as well as park operations. The Village also provides a local, volunteer fire department. The Village contracts with the Preble County Sheriff's department to provide security of persons and property. The Village contracts with Monroe Township to receive emergency medical services.

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**Note 2 – Summary of Significant Accounting Policies**

***Basis of Presentation***

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary fund types which are all organized on a fund type basis.

***Fund Accounting***

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

***General Fund*** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

***Special Revenue Funds*** These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

***Street Fund*** This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

***Fire Fund*** This fund receives money from fire contracts from Monroe Township and Harrison Township fire districts to provide for the protection of area citizens. The Village also contracts with a fire billing company. Fund that are collected are sent to the Village minus a contracted percentage.

***Capital Project Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

***Fire Truck Reserve Fund*** This fund receives fire contract and or fire billing monies that are set aside for the purchase of a fire truck.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

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**Enterprise Funds** These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Funds:

**Water Fund** The water fund receives charges for services from residents to cover the cost of providing this utility. This fund accounts for the provision of water treatment and distribution to the residents and commercial users located within the Village.

**Sewer Fund** The sewer fund receives charges for services from residents to cover the cost of sewer services. This fund accounts for the provision of sanitary sewer services to the residents and commercial users within the Village.

**Refuse Fund** The refuse fund receives charges for services from residents to cover the cost of refuse services. This fund accounts for the provision of refuse collection services to the residents and commercial users within the Village.

***Basis of Accounting***

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C). This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C) permit.

***Budgetary Process***

The Ohio Revised Code requires that each fund be budgeted annually.

**Appropriations** Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

**Estimated Resources** Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

**Encumbrances** The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled and reappropriated in the subsequent year.

A summary of 2022 budgetary activity appears in Note 3.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

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***Capital Assets***

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

***Accumulated Leave***

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

***Nonspendable*** The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

***Restricted*** Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

***Committed*** Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

***Assigned*** Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

***Unassigned*** Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

For regulatory purposes, limited disclosure related to fund balance is included in Note 11.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

**Note 3 – Budgetary Activity**

Budgetary activity for the year ending December 31, 2022 follows:

2022 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$66,700	\$65,584	(\$1,116)
Special Revenue	221,390	240,261	18,871
Capital Projects	4,000	3,893	(107)
Enterprise	391,465	1,411,811	1,020,346
<b>Total</b>	<b>\$683,555</b>	<b>\$1,721,549</b>	<b>\$1,037,994</b>

2022 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$64,100	\$61,854	\$2,246
Special Revenue	210,925	208,649	2,276
Capital Projects	16,325	16,303	22
Enterprise	305,500	1,336,890	(1,031,390)
<b>Total</b>	<b>\$596,850</b>	<b>\$1,623,696</b>	<b>(\$1,026,846)</b>

**Note 4 – Deposits and Investments**

To improve cash management, cash received by the Village is pooled. Monies for all funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. A summary of the Village's deposit and investment accounts are as follows:

<b><i>Cash Management Pool:</i></b>	2022
Demand deposits	\$198,458
Other time deposits (savings and NOW accounts)	297,105
Total deposits	<b>\$495,563</b>

The Village does not use a separate payroll clearing account. The expenditures included in the accompanying financial statement reflect net payroll plus all remitted payroll withholdings.

***Deposits***

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.



**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

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**Note 5 – Taxes**

***Property Taxes***

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statements include these credits and/or deduction amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property and for billing, collecting, and distributing all property taxes on behalf of the Village.

**Note 6 – Interfund Balances**

Outstanding advances at December 31, 2022, consisted of \$13,590 and \$13,319 advanced to the Street and Water funds, respectively, to provide working capital for operations or projects.

**Note 7 – Risk Management**

***Workers' Compensation***

Workers' Compensation coverage is provided by the State of Ohio. The Village pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

***Commercial Insurance***

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Employment practices;
- Liability of public officials; and
- Vehicles.

**Note 8 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

Some Village employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement health care and survivor and disability benefits.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

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The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries, and the Village contributed an amount equaling 14 percent of participants' gross salaries. The Village has paid all contributions required through December 31, 2022.

***Social Security***

Several Village employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Village contributed an amount equal to 6.2 percent of participants' gross salaries. The Village has paid all contributions required through December 31, 2022.

**Note 9 – Postemployment Benefits**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. For calendar year 2022, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and combined plan. For 2022, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent.

**Note 10 – Debt**

Debt outstanding at December 31, 2022, was as follows:

	Principal	Interest Rate
OWDA Loan 4499	\$24,550	3.92%
OWDA Loan 9875	919,527	3.47%
OWDA Loan 9874	186,005	3.47%
OPWC Loan CT59W	87,579	0%
Total	\$1,217,661	

The OWDA Loan 4499 relates to the water line extension improvements. The loan is to be repaid in semiannual installments, including interest of 3.92%, for a period of 30 years, ending in 2037. This loan will be repaid from the Water Fund.

The OWDA Loan 9874 and 9875 relates to the sewer system improvements. These refinanced the previous USDA loans 92-03 and 92-05. The loans are to be repaid in semiannual installments, including interest of 3.47%, for a period of 22.5 years, ending in 2045. This loan will be repaid from the Sewer Sinking Fund.

The OPWC Water Meters and Main Street Improvements Loan (CT59W) relates to the installation of electronic water meters at every household in the Village and improvements to roads where water lines reside. The interest-free loan is to be repaid in semiannual installments of \$1,484 starting in 2022. This loan is for a period of 30 years, ending in 2052. This loan will be repaid from the Water Fund and the Street Fund.

**Village of West Manchester, Ohio**  
*Preble County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

***Amortization***

Amortization of the above debt, including interest, is scheduled as follows:

Year Ending December 31:	OWDA Loan 4499	OWDA Loan 9875	OWDA Loan 9874	OPWC Loan CT59W
2023	\$2,236	\$29,884	\$6,045	\$2,969
2024	2,226	59,768	12,090	2,969
2025	2,236	59,768	12,090	2,969
2026	2,236	59,769	12,090	2,969
2027	2,235	59,768	12,090	2,969
2028-2032	11,178	298,842	60,451	14,843
2033-2037	10,061	298,843	60,451	14,843
2038-2042		298,842	60,451	14,844
2043-2047		179,306	36,270	14,844
2048-2052				13,360
Total	<u>\$32,408</u>	<u>\$1,344,790</u>	<u>\$272,028</u>	<u>\$87,579</u>

**Note 11 – Fund Balances**

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control.

The fund balance of special revenue funds is either restricted or committed. The fund balance of capital projects funds is restricted, committed or assigned. These restricted, committed and assigned amounts in the special revenue and capital projects funds would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned. There were no outstanding encumbrances at December 31, 2022.

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# OHIO AUDITOR OF STATE KEITH FABER



65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Village of West Manchester  
Preble County  
PO Box 168  
West Manchester, Ohio 45382

To the Village Council:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the cash balances, receipts, and disbursements for each governmental and proprietary fund type as of and for the years ended December 31, 2023 and 2022 and the related notes to the financial statements of the Village of West Manchester, Preble County, (the Village) and have issued our report thereon dated December 31, 2024, wherein we noted the Village followed financial reporting provisions Ohio Rev. Code § 117.38 and Ohio Admin. Code 117-2-03(C) permit.

### ***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Village's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings as items 2023-001 and 2023-002 that we consider to be material weakness.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Village's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings as item 2023-001.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Keith Faber  
Auditor of State  
Columbus, Ohio

December 31, 2024

**VILLAGE OF WEST MANCHESTER  
PREBLE COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2023 AND 2022**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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**FINDING NUMBER 2023-001**

**Material Weakness/Noncompliance**

**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 Auditor of State may prescribe forms by rule or may issue guidelines, or both, for such reports. If the Auditor of State has not prescribed a rule regarding the form for the report, the public office shall submit its report on the form utilized by the public office. The report shall be certified by the proper officer or board and filed with the auditor of state within 60 days after the close of the fiscal year, except that public offices reporting pursuant to generally accepted accounting principles shall file their reports within 150 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's December 31, 2023, annual financial report due by February 29, 2024 was not filed with the Auditor of State until July 10, 2024. The Village's December 31, 2022, annual financial report due by March 1, 2023 was not filed with the Auditor of State until August 7, 2024. The annual financial report for 2022 was originally filed on March 1, 2023 and the annual financial report for 2023 was originally filed on February 28, 2024. However, the financial statements were not presented in accordance with the regulatory cash basis of accounting permitted by the financial reporting provisions of Ohio Rev. Code § 117.38 and Ohio Administrative Code § 117-2-03 (C), as the financial statements were not categorized by fund type. Thus, the annual reports for each year were resubmitted.

Failure to file a complete report by the established deadline, without an extension, could result in the assessment of penalties against the Village.

The Village should implement procedures to verify its annual financial report is filed with the Auditor of State by the required deadline. If the Village is unable to meet the deadline, the Village should file an extension request through the Auditor of State.

**Officials' Response:**

Officials did not provide a response to this finding.

**FINDING NUMBER 2023-002**

**Material Weakness**

In our audit engagement letter, as required by AU-C Section 210, Terms of Engagement, paragraph .06, management acknowledged its responsibility for the preparation and fair presentation of their financial statements; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error as discussed in AU-C Section 210 paragraphs .A14 & .A16.

The Village did not have procedures in place to accurately post financial transactions to the accounting system. The Village's financial statements for 2022 and 2023 contained errors which resulted in reclassification and adjustments to correctly report the activity during the audit period as follows:

- In 2022 the Village improperly reported Intergovernmental revenue of \$30,800 for the General Fund as Municipal Income Tax.
- Franchise fees in the General Fund were incorrectly recorded as Miscellaneous revenue instead of Fines, Licenses, & Permits in the amount of \$2,195 in 2022 and in the amount of \$2,169 for 2023.

**FINDING NUMBER 2023-002**  
**(Continued)**

- In 2022 Bureau of Worker's Compensation refunds in the amount of \$30 were incorrectly recorded as Transfer In in the Street Fund instead of being recorded as Miscellaneous revenue.
- In 2022 the Village did not report \$3,856 in fees for a loan refinancing which understated Interest and Other Fiscal Charges for the Sewer Fund.
- In 2022 the Village did not eliminate intrafund transfers in the Enterprise Funds overstating Transfer In and Transfer Out by \$79,958.
- In 2022 the Village did not properly post a loan debt payment in the Water Fund for \$1,484 which understated Principal Retirement and overstated Interest and Other Fiscal Charges.
- In 2023 General Government expenditures in the General Fund were overstated by \$1,346 due to an incorrectly posted adjustment to the accounting system. Adjustments were posted to the accounting system.

The Village's financial statements for 2022 and 2023 also contained immaterial errors which did not require reclassification or adjustments as follows:

- In 2023 the Village did not eliminate intrafund transfers in the Enterprise Funds overstating Transfer In and Transfer Out by \$2,400.
- Special assessments for street lighting were incorrectly reported as Charges for Services rather than Special Assessments in the Street Light Fund, in the amount of \$6,836 for 2022 and in the amount of \$6,612 for 2023.
- In 2022 homestead/rollback receipts from the State of Ohio were incorrectly recorded as Property Taxes rather than Intergovernmental in the amount of \$555 for the Street Fund.
- In 2023 homestead/rollback receipts from the State of Ohio were incorrectly recorded as Property Taxes rather than Intergovernmental in the amount of \$2,382 for the General Fund and \$492 for the Street Fund.
- In 2022 the Village did not properly post a loan debt payment in the Fire Truck Reserve Fund for \$126 which understated Interest & Fiscal Charges and overstated Principal Retirement.
- In 2023 the Village incorrectly posted a loan debt payment in the amount of \$1,118 to the Sewer Fund rather than the Water Fund. Adjustments were posted to the accounting system.
- In 2022 proceeds of \$2,029 from the sale of land were recorded as Miscellaneous revenue rather than as Sale of Capital Asset in the General Fund.
- Fees for fire billings were incorrectly recorded as Miscellaneous revenue rather than Charges for Services in the amounts of \$10,489 and \$3,123, for 2022 and 2023, respectively, in the Fire Fund.
- In 2023 the Village reallocated some expenses in the Sewer Fund. However, in doing so the transactions were duplicated which resulted in an overstatement of both Miscellaneous revenue and Contractual Services expenditures by \$12,550.

The failure to correctly classify financial activity in the accounting records and financial statements may impact the users' understanding of the financial operations, the Village Council's and management's ability to make sound financial decisions or comply with budgetary laws and could result in materially misstated reports.

The Village should implement policies and procedures to provide for accurate and complete recording of financial activity and balances in the accounting records and financial statements to assist in the effective management and reporting of financial resources.

**Officials' Response:**

Officials did not provide a response to this finding.



**VILLAGE OF WEST MANCHESTER  
OFFICE OF FISCAL OFFICER  
LESLIE EVANS  
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**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2023 AND 2022**

<b>Finding Number</b>	<b>Finding Summary</b>	<b>Status</b>	<b>Additional Information</b>
2021-001	Numerous adjustments were required to the financial statements	Not Corrected	Reissued as Finding 2023-002
2021-002	Ohio Rev. Code § 5705.41(D), the Village had disbursements that were not timely certified	Fully Corrected	
2021-003	Ohio Rev. Code § 5705.38(C), appropriations were not adopted at the legal level of control	Not Corrected	Reissued as a Management Letter comment
2021-004	Ohio Administrative Code § 117-2-02(C)(1), appropriations were not properly posted to the accounting system	Not Corrected	Reissued as a Management Letter comment
2021-005	Ohio Rev. Code § 117.38, annual financial reports were not filed by the required deadline	Not Corrected	Reissued as Finding 2023-001
2021-006	Ohio Rev. Code § 9.38, receipts were not deposited in a timely manner	Fully Corrected	
2021-007	Ohio Rev. Code § 5705.42, on-behalf grant and loan activity was not properly recorded	Fully Corrected	
2021-008	Ohio Rev. Code § 5705.41(B), disbursements exceeded appropriations	Fully Corrected	
2021-009	Ohio Rev. Code § 5705.40, appropriations were not properly modified	Fully Corrected	
2021-010	Ohio Rev. Code § 5705.10, the Water Fund had a negative fund balance at December 31, 2021	Fully Corrected	

# OHIO AUDITOR OF STATE KEITH FABER



**VILLAGE OF WEST MANCHESTER**

**PREBLE 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 2/6/2025**

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  
[www.ohioauditor.gov](http://www.ohioauditor.gov)