

### Roles the Fiscal Officer Plays in Smaller Governments

**Moderator: Tawana Keels** 

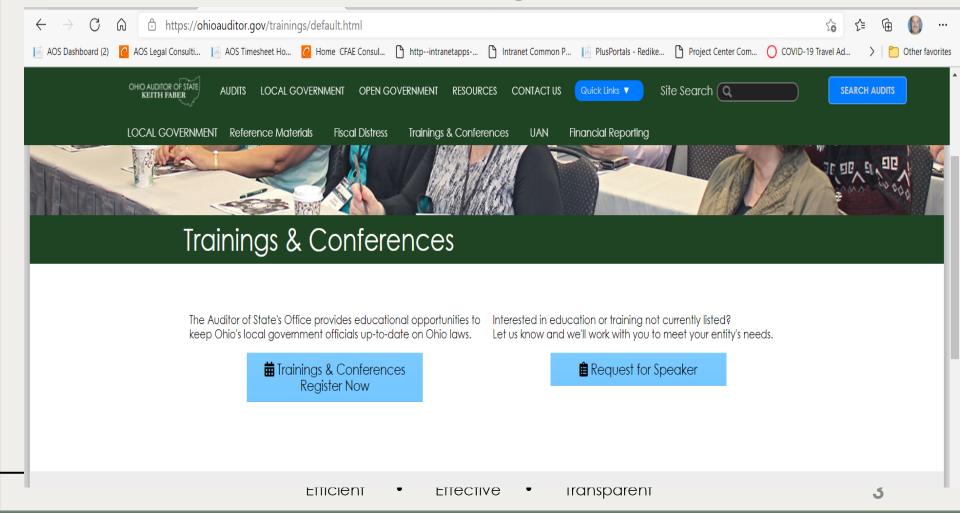
Speakers: Joey Jones, Amie Lynn, Jamie

Nicholson, Nancy White

## Training Fiscal Integrity Act - FIA

- Training
  - Newly elected or <u>appointed</u> 6 + 18 hours
  - Reelected 12 hours (including 2 hrs ethics)
    - Apply to City, Township, Villages
- Removal Process
  - Clear and convincing evidence the fiscal officer acted knowingly, purposefully or recklessly in engaging in misconduct, or failure to act.
    - Apply to County Treasurer, County Auditor, Township Fiscal Officer, Municipal Fiscal Officer
- https://ohioauditor.gov/fiscalintegrity/default.html

## Training Fiscal Integrity Act



# Training Center for Public Investment Management - CPIM

- If your responsibilities include making decisions regarding the deposit or investment of moneys, you must attend 6 hours of CPIM training each year or file for an exemption.
- Apply to municipal corporation, school district, educational service center, county school financing district, Township, municipal or school district sinking fund, special taxing or assessment district, other district or local authority electing or appointing a treasurer

#### **Training – CPIM Exemption**

- Annual Exemption Notice
  - Invests or deposits public funds in the following investments only (Ohio Rev. Code § 135.22):
    - (1) Interim deposits pursuant to Ohio Rev. Code §§ 135.14(B)(3) or 135.145 (CDAR and similar programs);
    - (2) STAR Ohio pursuant to Ohio Rev. Code § 135.14(B)(6);
    - (3)No-load money market mutual funds pursuant to Ohio Rev. Code § 135.14(B)(5)
- How do I get an exemption from attending training?
  - Log into your MyCPIM account and then click on "Exemption Certification" on the light blue task bar at the top of the page.

#### Training - CPIM TOS website







**CPIM HOME** 

**POLICIES** 

FAQ

FISCAL OFFICER SEARCH



#### Welcome to MyCPIM

This web portal serves as a one-stop-shop, online reporting system to service all CPIM needs. Our goal is to make this system and your CPIM experience as simple, efficient, and convenient as possible. **Need Help?** Contact us at (800) 228-1102.

Once logged in, users may:

- Report CPIM hours
- Request certification of a Notice of Exemption
- Pay the Annual CPIM Certification fee via credit card or eCheck/ACH
- Register and view details and materials for the Ohio Treasurer's CPIM Academy & Boot Camp
- Search for CPIM education opportunities
- View and complete CPIM Online courses
- $\bullet\,$  Download a Certificate of Completion once the annual CPIM requirements have been met
- Look up past CPIM history

Schedule of Events

Partner Webinars



### Training - CPIM TOS website



Fiscal Officer Search						0
Last Name		First Name		County		
gilbride				Summit		•
This tool allows you to search for the record of any individual who has earned CPIM hours or submitted a Notice of Exemption within the past five years. If you require records that predate this search capability, please contact us at cpim@tos.ohio.gov or (800) 228-1102.  Please note: County Treasurers' educational requirements vary slightly from other fiscal officers. Please review Ohio Revised Code §135.22 and §321.46 for a full description of CPIM educational requirements.						
Name	County	Government Subdivision		Year	Hours Earn	ed
Gilbride, Mollie	Summit	City of Tallmadge		2020	12	
Gilbride, Mollie	Summit	City of Tallmadge		2019	16.25	
Gilbride, Mollie	Summit	City of Tallmadge		2018	8	
Gilbride, Mollie	Summit	City of Tallmadge		2017	12	
Gilbride, Mollie	Summit	City of Tallmadge		2016	8.5	
						» « Next Last

## Training FIA & CPIM Testing

- OCS 2-21
  - For non county subdivisions, please show me your annual certificates of completion. (CPIM)
  - If a newly elected or appointed municipal or township fiscal officer has completed the first year of their term during the years being reviewed OR the fiscal officer's term ended during the years being reviewed. Obtain evidence that fiscal officers have received the required training. (FIA)

# Training FIA and CPIM Panel

- Are you required to comply with these training requirements?
  - If not, why do you follow these laws?
- What are some resources you use to help satisfy the requirements?

#### Contracts/Bidding

- OCS OPM
- Township Handbook
- Village Handbook
- In general
  - Advertise
  - Documentation maintained which indicates that the lowest and best bid was accepted
  - Written contract

#### Contracts/Biddina

Financial Audits

Performance Audits

Special Investigations Unit

Findings for Recovery

A finding for recovery is issued by the Auditor of State when public property has been misspent or misappropriated.

General / Certified Search Unresolved Findings Information

#### Findings for Recovery Database

Used by local governments and state agencies to check and ensure, as required by law, that public contracts are not awarded to persons or businesses against which a Finding for Recovery has been issued and remains unresolved.

#### General Search

Perform a general search of the database, if you are not required by law to show certification.

#### Certified Search

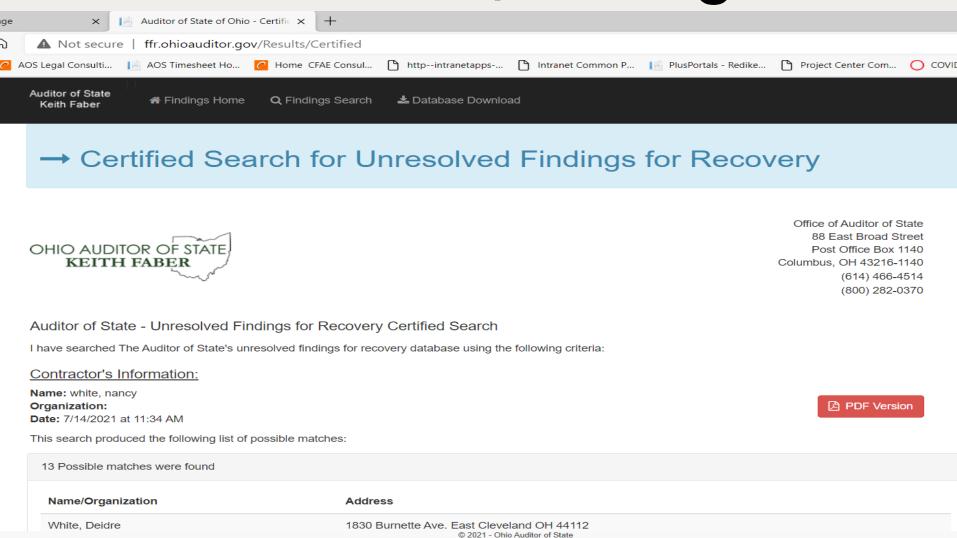
Perform a certified search, as required by ORC 9.24, to verify that the person to whom you plan to award a contract does not appear in the database.

Efficient

**Effective** 

**Transparent** 

### Contracts/Bidding



Effective

**Transparent** 

Efficient

## Contracts/Bidding Testing

- OCS OPM
- Identify a few expenditures that should have been subject to competitive bidding while reading the minutes, by inquiry of government personnel, and/or by scanning the disbursement records.
- In selecting payments to test, consider selecting from higher-dollar payments and perhaps one or two smaller payments (i.e. payments slightly over the competitive bidding threshold).

### Contracts/Bidding Panel

- What is the most unusual item you had to bid/enter into a contract for?
- Do you use outside help to satisfy these requirements?
- Do you use bidding (or some form of it) even if not required to by law-if so, why?

### Insurance/Risk Management/Bonding

- Employee Health Insurance
  - Cafeteria Plans
- Employee Life Insurance
- Property / Casualty Insurance
- Liability Insurance
  - Purchased Insurance
  - Self Insurance
  - Pool participation

### Insurance/Risk Management/Bonding

- Ohio Rev. Code § 3.06
- Bonding Exhibit 2 in the OCS IG includes:
  - Table 1: Those required by statute to give bond (min specified),
  - Table 2: Those required by statute to give bond (with no amount specified), and
  - Table 3: Those for which the board may require to give bond
- ORC § 3.061 "Employee dishonesty and faithful performance of duty policy"

# Insurance/Risk Management/Bonding Testing

- Questions the auditor asks the client
- How do you determine who is required to be bonded and/or
- Are there blanket bonds on officials or employees,
  - How they determine whether employees are eligible for such blanket bonding?
- How do you determine whether amounts of the bonds are commensurate with the duties of the office, i.e., amount of funds for which the individual is responsible, limits of liability, etc.?

# Insurance/Risk Management/Bonding Panel

- How often do you review your insurance coverage for adequacy?
- Do you work with one insurance agent or multiple ones for all the various coverages?

## Accounting System & Financial Statement Prep

- OAC 117-2-01 and 117-2-02 require governments to establish internal controls and report financial information properly
- Manual or computerized format
- Financial related records
- Payroll
- Utility billing records
- Capital asset records

### Accounting System & Financial Statement Prep

- Annual Financial Statement Preparation
  - GAAP basis file w/in 150 days
    - BFS:GWS, FFS, Notes, MD&A, RSI = complete filing
  - Cash basis file w/in 60 days
    - OCBOA: BFS: GWS, FFS, Notes, MD&A (optional)
    - Regulatory: FFS and Notes
  - Complete filing to avoid possible penalty
  - Extension request process in place

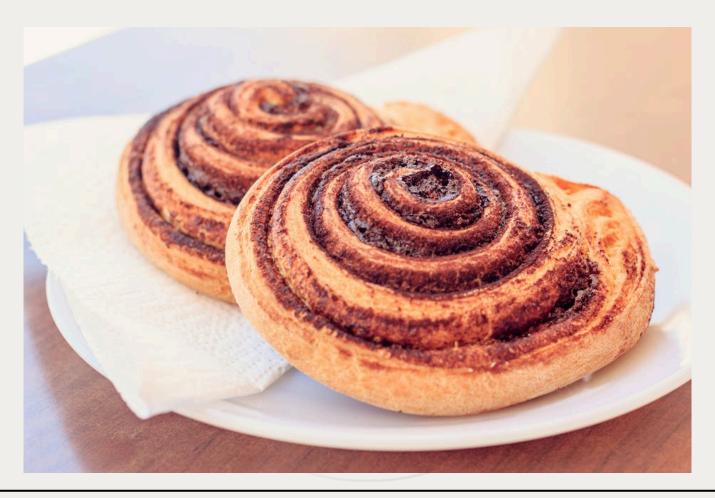
# Accounting System & Financial Statement Prep Testing

- OCS 1-17 annual filing
  - Confirm the report was complete and timely
  - Trace totals from report to accounting system
  - We audit the f/s uploaded and submitted to the AOS
- OCS 2-4 Required accounting records
  - Systems documentation,
  - Results of inquiries, and other audit procedures,
  - Typically lack of internal control

# Accounting System & Financial Statement Prep Panel

- If you have changed financial systems recently-any advice for audience?
- If you use an outside payroll processor, why?
- If you use an outside company to prepare your f/s, why?

#### Other Roles You Serve



Efficient

Effective

Transparent



Audit Division

East Region

Conference Center Suite 154

6000 Frank Ave NW

North Canton, Ohio 44720

Joey Jones

Phone: (330) 438-0617

jjones@ohioauditor.gov

Efficient

Effective

**Transparent** 

## OHIO AUDITOR OF STATE KEITH FABER

88 E. Broad St. Columbus, Ohio 43215 Phone: 800-282-0370

OhioAuditor.gov