

Duties of a Village Fiscal Officer

Local Government Officials Conference 2017
Bill Gilpin, Fiscal Officer, Village of Bethel

What are Fiscal Officers?

Fiscal Officers are....

Appointed officials -- Clerk-Treasurer if elected

Must work closely WITH the Mayor, Council, and Administrator

Fiscal Officers are.....

- Fiscal Officers are the keepers of all the village's records and responsible for them.
- They are elected/appointed to oversee and safeguard the village funds and work with council to see monies are spent wisely and in the best interest of the residents. It is a checks and balance system that generally works very well.
- In order to work together efficiently each of the 7 elected officials need to respect and listen to each other's opinions.
- They do not always need to agree, but meetings should be conducted in a professional manner and spirit of cooperation. Agree to disagree and move on.

Duties by Statute

ORC 733.27 and 731.24

- Keep a record of the village's proceedings and of all rules, bylaws, resolutions, and ordinances passed or adopted, which shall be subject to the inspection of all persons interested.
- Must attend all meetings

ORC 733.28

- Must keep the books of the village
- Must keep records of all property owned by the village

Duties by Statute (continued)

ORC 731.21

- Must keep proof of publication of ordinances, resolutions and all other notices required by law or ordinance in newspapers on file.

ORC 733.15

- After an election or appointment of village officials, certify to the court of common pleas, the election of each village officer with judicial powers.

Other Duties

OAC 117-2-02(D)(4)(c)

- Must maintain capital asset records including such information as the original cost, acquisition date, voucher number, the asset type (land, building, vehicle, etc.), asset description, location, and tag number.
- Public Records
Keep a file on public records requests and how they are resolved.

Fiscal Officer Assistant

- The village fiscal officer may delegate to an assistant any of the duties the fiscal officer is otherwise required to perform. It does not relieve the fiscal officer of their responsibilities.
- Fiscal Officer Assistants are required to give bond.

Minutes

Minutes

- Fiscal Officers are responsible for the Minutes, but not all fiscal officers take their own minutes. They are however, responsible that all the content needed is included.
 - Can have a Clerk of Council
- Minutes at the very least need to include all the Motions, Resolutions, and Ordinances, along with the reasons for making them. They should be complete enough that anyone reading them would know what happened at the meeting and why an action was taken or not taken.

Minutes (continued)

- Minutes should be factual; not inflammatory or slanted either for or against any individual.
- They do not have to be word for word. Words like discussed, noted, advised, summarized can be used as long as all the important information is included.
- Minutes can be written many different ways.
- Minutes should reflect committee work reported to council.

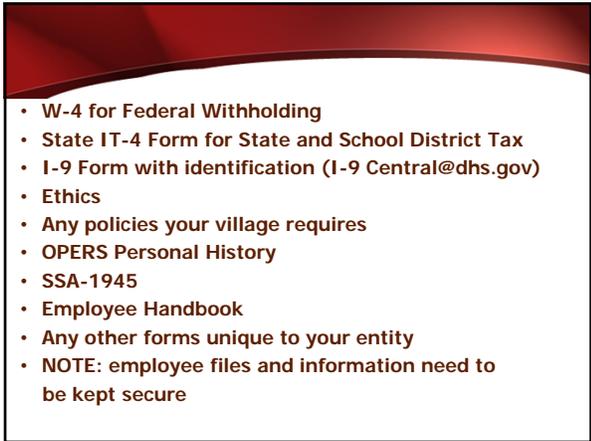
Records and Reports

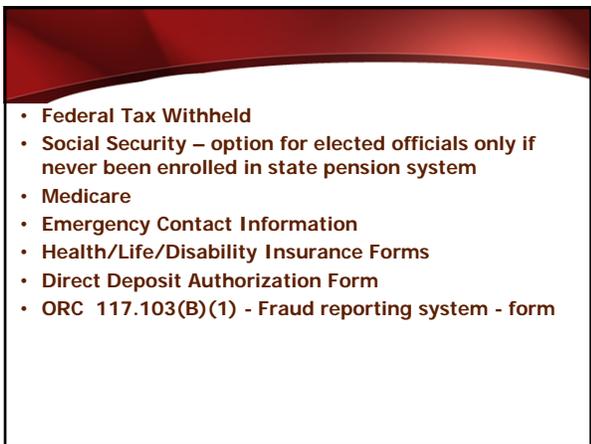
Records and Reports

- Fiscal Officers are responsible for the care and maintenance of the records of the village.
 - Required to take the Public Record's Training once each term
 - Must have a Record's Retention Schedule
(For more information check the Ohio Historical Society for forms.)
- Provide Council with reports monthly
 - In UAN the Management Reports: Appropriation, Revenue and Fund reports.
 - Provide Finance Committee an explanation of all reports
 - Bank Reconciliation with Bank Statements– (Have Council sign it.)
 - Payroll Summary
 - Payment Listing
 - Anything else they would like to see.



Payroll & Employees

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- **W-4 for Federal Withholding**
 - **State IT-4 Form for State and School District Tax**
 - **I-9 Form with identification (I-9 Central@dhs.gov)**
 - **Ethics**
 - **Any policies your village requires**
 - **OPERS Personal History**
 - **SSA-1945**
 - **Employee Handbook**
 - **Any other forms unique to your entity**
 - **NOTE: employee files and information need to be kept secure**

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- **Federal Tax Withheld**
 - **Social Security – option for elected officials only if never been enrolled in state pension system**
 - **Medicare**
 - **Emergency Contact Information**
 - **Health/Life/Disability Insurance Forms**
 - **Direct Deposit Authorization Form**
 - **ORC 117.103(B)(1) - Fraud reporting system - form**

REPORTING

- Based on check date NOT pay period
- Online or by telephone
- Online: www.eftps.gov/eftps/direct/eft
- Telephone: (1-800-555-3453)

FEDERAL TAXES WITHHELD

- If amount withheld is in excess of \$2,500 but less than \$100,000 in a month you must send in the taxes within 3 business days of payroll posting.
- If amount withheld is less than \$2,500 you may send in taxes monthly (due the 15th of the month).
- If amount withheld is less than \$2,500 per year you may file and send check with Form 944.

941

- This form is filed QUARTERLY
- Check and re-check
- Create W-2's and W-3's before last quarter is filed
- Year-end W-2's and W-3's MUST equal all 4 quarters
 - UAN will allow you to edit

STATE IT-501

- If you withheld \$2,000 or less you are required to remit your tax withheld **QUARTERLY** (due on the 30th)
- If you withheld more than \$2,000 but less than \$84,000 you are required to remit your tax withheld **MONTHLY** (due on the 15th)
- Options:
Online at www.businessgateway.gov – **HIGHLY RECOMMENDED!**
Mail in vouchers and check
Telephone

Ohio Public Employees Retirement System

- Referred to as **OPERS**
- Reports, employee and employer contributions withheld are due each month (by pay period)
- Online at www.opers.org

Ohio Police & Fire Pension Fund

- Report monthly
- Send employee and employer contributions monthly
- Online at www.op-f.org

Workers Compensation

- www.bwc.ohio.gov – Employers tab; Dates to remember
- 2017 prospective billing
 - Premiums are now due on whatever schedule chosen
 - May 2017: Deferred Premium Payment Due
 - October 2017: Estimated 2018 premium option notice
 - November 15, 2017: Deadline to change installment plan for 2018
 - January 15, 2018: 2017 payroll true up due
- 2% reduction refunded to employer

Workers Compensation

- Must file Form 300 AP for BWC claims during the year. You are required to complete forms by Feb. 1st online.
- Online www.bwc.com go to PERRP

Employee Files

- Employee files must be secure
- Keep medical information separate from personnel file
- New hire binder
- Exit Paperwork

Employee Files

- Have a listing of items required to be filled out by new employees.
 - Application/Information Sheet
 - Withholding Forms; Direct Deposit Form
 - Employment Eligibility Form with identification
 - Beneficiary info. for insurance company (if offered)
 - Ethics Law & Bulletins
 - Pertinent Policies
 - Fraud Reporting Form
 - Signature sheet they have read and received everything listed.
 - Employee Handbook

Payroll

- Responsible for payroll and related items
 - Be accurate and timely
 - Insure proper deductions are being taken
 - Fill out all reports as required
 - OPERS Monthly Reports - date earned
 - OP&F Monthly Reports – date earned
 - ODJDFS – Quarterly
 - Federal Taxes – date paid
 - State Taxes – date paid
 - Local and School taxes – date paid
 - W-2's – annually
 - 1099's – annually
 - OPERS Non Contributing - annually

Financial Information

• **Knowledge** – be informed so that you can inform

• **Planning**

- Budgets: Tax and/or Financial
- Certificate of Estimated Resources
- Appropriations

• **Know when you receive your funds**

- MONTHLY -Local Government, Gasoline Tax, MVL & MVL Permissive
- SEMI-ANNUALLY – Property Taxes and Advances

• **Know your timelines for major expenses**

- ✓ Payroll (generally fixed)
- ✓ Insurance
- ✓ Workers' Compensation
- ✓ Summer Road Work
- ✓ Snow Removal, salting, and road salt
- ✓ Capital Expenses (equipment, vehicles & buildings)

• **Inside Millage (unvoted)**

- Allotted by State statute

• **Outside Millage (voted)**

- Renewal/Replacement Levies – Talk with your County Auditor about importance of timing to place on ballot before current levy expires.
- New Levy – Talk with County Auditor to determine appropriate mills

• Annual Financial Report

- Begin year end preparations in November; review transactions for accuracy
- Begin entering 2018 information as soon as software allows for temporary mode: revenue budget, temporary appropriations; purchase orders, etc.
- Update Hinkle System notes to financial statement
- Deadline to file 2017 AFR is February 28; however, January bank reconciliation cannot be completed until AFR is completed

Investments

Investments

- **Investments**
- **Must have an Investment Policy**
 - Can only invest in what we are authorized
 - By statute and the approved Investment Policy
 - Some Investments require CPIM training
 - **Examples of Investments**
 - CD's
 - Star Ohio and Star Ohio Plus
 - Treasury Notes
 - Money Market Mutual Funds

Investments

- **Depository Agreement**
 - Required every 5 years (ORC 135.12)
 - **Competitive Bid**
 - Interest Rate
 - Service Charges

Audits

Audits - Costs

- Increasing across the board
- Audits are generally required every 2 years
- Besides the normal increases, audit costs are driven by several things:
 - Condition of Records
 - Budget
 - Annual payroll and number of employees
 - GASB or Regulatory
 - Prior audit problems

Audits – Items Needed

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| <ul style="list-style-type: none"> • Make sure all of your files are in order. • Auditors usually start with your prior audit report and the Minute Book. • They will generally pull about a dozen warrants and track them from the beginning to the payment to make sure they were encumbered as required. If these are in order they usually move on; if not they will go through many more. • Availability of electronic files. | <p>Other items needed:</p> <ul style="list-style-type: none"> • Resolution File in order (even if they are in your Minutes Book.) • Separate Resolution/Ordinance book (if maintained in this format) • Policy File (Make sure you have the following policies – approved by council): <ul style="list-style-type: none"> – Investment – Cell Phone – Travel, Vehicle Use – Fiscal Officer's Disaster Policy – Public Record's – Purchase Orders & Blanket Certificates – Security of Employee's personal information |
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Audits – Items Needed (continued)

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| <ul style="list-style-type: none"> • Receipts and supporting paperwork • Cancelled Checks and Bank Reconciliations. • Warrants and supporting paperwork • Insurance Policies • Payroll records (W2's, 1099's, 941's etc) • Investments • Annual Reports • Affidavits • Bids and Contracts | <ul style="list-style-type: none"> • Printed Financial Reports • Grants along with supporting paperwork & copies of checks (UAN cost centers helpful) • Lawsuits • FEMA or other Federal Awards, also along with supporting paperwork, and copies of checks (UAN cost centers helpful) • Supplemental Appropriations <ul style="list-style-type: none"> - Motion in Minutes approving them with Trustee's signatures |
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Audits - Hints

- Before you roll over to the next year check your revenue ledger and make sure monies were deposited into the correct funds.
- Review the compliance manual section for villages. You can check it on-line at the Auditor of State's website.
- Review the last two years in the Minutes.
- Stay on top of new requirements and regulations to make sure you are in compliance.

Contacts & Resources

Local Contacts & State Resources

- **Local Contacts**
 - Other Fiscal Officers in your County
 - Solicitor
 - County Auditor
- **State Resources**
 - Auditor of State
 - State, Regional and Local Contacts
 - UAN
 - Open Government Unit
 - Auditor of State Calendar

Other Resources

- **Other Resources**
 - Municipal Government in Ohio Sourcebook
 - Ohio Village Officer's Handbook
 - Ohio Compliance Manual
 - IRS Publications
 - Websites
 - Ohio Municipal League (OML) – Legislative Bulletins
 - Auditor of State Technical Bulletins and Best Practices
 - Ohio Revised Code
 - Ohio Administrative Code

Where to find.....

- **Other Resources**
 - Ohio Village Officer’s Handbook – AOS Website
 - www.ohioauditor.gov under publications - manuals
 - Ohio Compliance Manual – AOS Website
 - www.ohioauditor.gov under publications
 - AOS Technical Bulletins – AOS Website
 - www.ohioauditor.gov under Local Government/Reference Materials/Publications and Manuals/Technical Bulletins
 - AOS Best Practices – AOS Website
 - www.ohioauditor.gov under Local Government/Reference Materials/Publications and Manuals/Technical Bulletins

Where to find.....

- **Other Resources**
 - Municipal Government in Ohio Sourcebook
 - Order from the OML Website
 - www.omlOhio.org under Publications
 - OML – Legislative Bulletins
 - Join the email list at OML website – Legislative Bulletins
 - Ohio Revised Code www.codes.ohio.gov
 - Ohio Administrative Code www.codes.ohio.gov
 - IRS Publications www.irs.gov
 - Websites (links to village websites on OML Website)

Educational Opportunities

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- **Educational Opportunities**
 - Local Government Officials Conference
 - UAN Training
 - OML and Cooperating Assoc. Meetings and Training Information – see OML website
 - State Treasurer CPIM Training
 - Public Record's Training
- **Take advantage of any training offered. Even if you only learn a few things; that is 2 kernels of knowledge you didn't have.**

Questions

- **We appreciate you coming to this session and will open it now for any questions from the floor!**