



- The Handbook can be found on Auditor of State website <u>www.ohioauditor.gov</u>, under resources and publications.
- We will go through a summary of items included in the handbook.

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### Chapter One

• Home Rule - "Municipalities shall have authority to exercise all powers of local self-government and to adopt and enforce within their limits such local police, sanitary, and other similar regulations as are not in conflict with general laws."

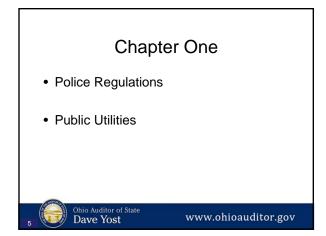


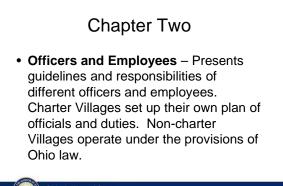
### Chapter One

 Charter vs. Non-Charter Village -Charter villages follow the charter adopted by the Village. Non-Charter villages must comply with State law. Charter villages must follow State law for anything not stated in the Charter.

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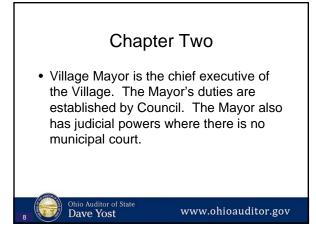


# Chapter Two

• Village Council consists of six elected members. These members attend meetings and take action on Village matters. These actions are known as ordinances and resolutions. Passage must be made by majority vote.

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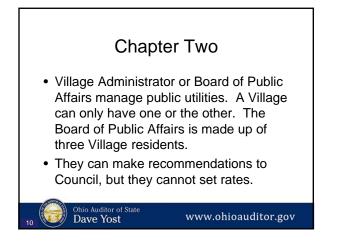
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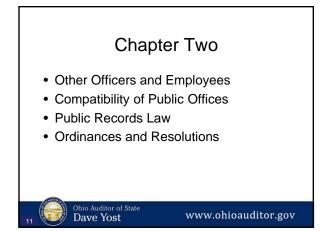


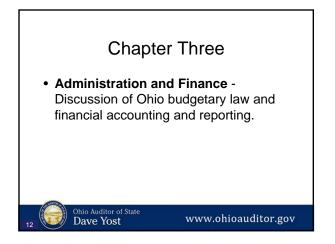
# Chapter Two

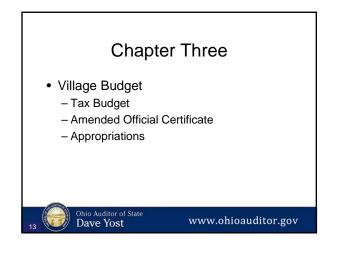
• Village Clerk is the chief fiscal officer and clerk for council. This position can be elected or appointed. The clerk keeps records for council, records revenues and disbursements, and monitors budgets for the Village.

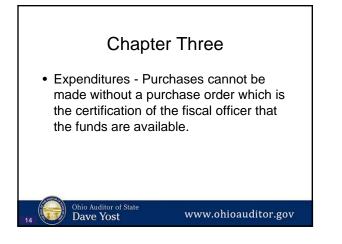


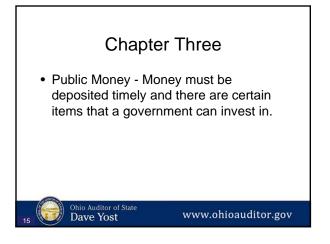




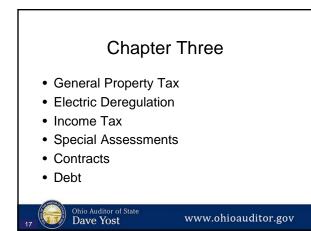








# Chapter Three • Reporting Requirements - All Villages are required to file an annual financial report with the Auditor of State within 60 days of closing year end. • Modulation of State



# Chapter Four

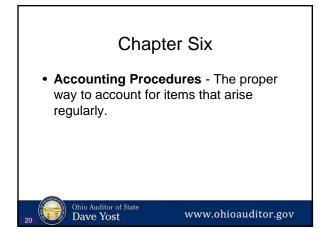
**Fiscal Caution, Fiscal Watch, and Fiscal Emergency** - These laws were enacted to ensure fiscal integrity in local governments. This chapter outlines all of the criteria and procedures that go along with these.

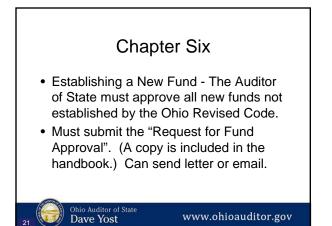
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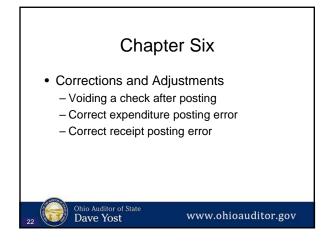
### **Chapter Five**

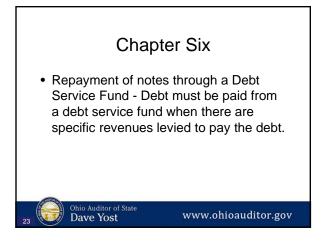
• Uniform System of Accounting - This encompasses account structures, accounting systems, various accounting ledgers and journals, recording receipts, purchase orders, writing checks, and bank reconciliations.

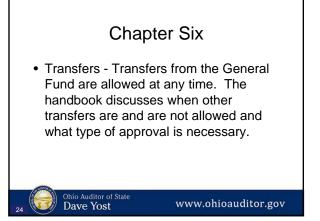
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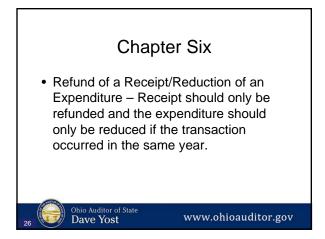


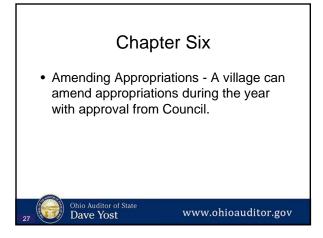


# Chapter Six

• Advances - Advances are loans to other funds that are ultimately going to be repaid. However, money in restricted funds can only be advanced to a more restricted fund with a similar purpose.

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# Chapter Six

• Investments - An investment ledger should maintain all of the information for an investment. There are certain types of accounts that a Village can invest in. Certain investments require the clerk to attend training.

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