

*Village of Crooksville, Ohio*

ORDINANCE NO. 2693

**ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A  
UNIFORM ACCOUNTING NETWORK (UAN) AGENCY FUND  
FOR THE CROOKSVILLE MAYOR'S COURT**

**Whereas**, the Village of Crooksville has a Mayor's Court which is not under the fiscal control of the Fiscal Officer; and

**Whereas**, the Mayor has a fiduciary responsibility for the collection and distribution of fines and costs to the Village, the State of Ohio, and other governments; and

**Whereas**, the Village's annual financial report should reflect the Mayor's fiduciary activity and Mayor's Court balances; and

**Whereas**, the Auditor of the State of Ohio provides a Uniform Accounting Network through which receipts and disbursements activity of the Mayor's Court may be accounted and recorded so that the same is available for inclusion in the Village's annual financial report; and

**Whereas**, the Council of the Village of Crooksville deems it necessary for sound accounting principles and financial management suitable to the general welfare of the Village of Crooksville for the Mayor and Mayor's Court to establish an Agency Fund with the State of Ohio Auditor's Uniform Accounting Network to account for and record all Mayor's Court receipts and disbursements and balances.

**NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED** by the Village Council of the Village of Crooksville, Perry County, State of Ohio, that:

**Section 1.** The Mayor of the Village of Crooksville shall establish an Agency Fund with the State of Ohio Auditor's Uniform Accounting Network (UAN) to account for and record all Mayor's Court receipts and disbursements and balances.

**Section 2.** The Mayor, together with the Mayor's Clerk of Courts, shall take all necessary steps, including those set forth within the attachment entitled "Steps for Handling Mayor's Court on UAN" attached and incorporated by reference, to commence use of the Agency Fund established pursuant to Section 1 hereof, on or before April 30, 2021. Said Agency Fund through UAN shall thereafter be utilized for any and all receipts, disbursement and balances for the Village of Crooksville Mayor's Court.

**Section 3.** The Mayor <sup>AND</sup> ~~ad~~ Mayor's Clerk of Courts shall take all necessary steps to reconcile, disburse, and upon the clearing of all outstanding checks, timely close the existing Mayor's Court Checking Account, transferring all balances contained therein not otherwise encumbered, to the Agency Fund with UAN.

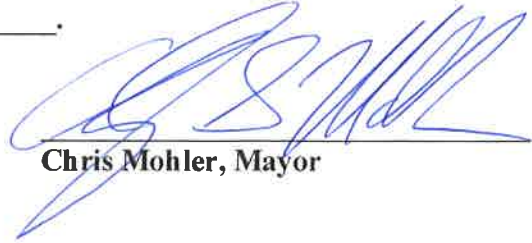
**Section 4.** This ordinance shall take effect at the earliest date allowed by law.

**1<sup>st</sup> Reading:** March 15, 2021 ✓ ;

**2<sup>nd</sup> Reading:** April 5, 2021 ✓ ;

**3<sup>rd</sup> Reading:** April 19, 2021 ✓ ;

**Passed:** April 19, 2021 .



Chris Mohler, Mayor


ATTESTED:



Marilyn Horner, Fiscal Officer

**Posting Certification**

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 27<sup>th</sup> day of April, 2021.



Marilyn Horner, Fiscal Officer

## **Steps for Handling Mayor's Court on UAN**

Some villages have mayor's courts which are not under the fiscal control of the fiscal officer/clerk-treasurer. The mayor has a fiduciary responsibility for the collection and distribution of fines and costs to the village, the State of Ohio, and other governments. The annual financial report of the village should reflect this fiduciary activity and balances. To reflect the activity of the mayor's court, a summary of the mayor's court receipts and disbursements should be recorded in the UAN accounting software in an agency fund so that it will be included in the village's annual financial report.

The use of an agency fund is not intended to replace the requirement that the mayor and mayor's court maintain a record (cashbook and docket) of its receipts, disbursements, and balances (see Sections 1905.21 and 733.40, Revised Code).

We recommend the following steps for recording the mayor's court on the UAN system.

1. Activate an agency (99xx) fund for the mayor's court.
2. At the beginning of the first year the village joins the UAN program, the balance in the mayor's court cash book at 12/31/(previous year) must be determined. This balance is the same as the reconciled bank balance at the same date.
3. This 12/31/(previous year) balance for the mayor's court must be included when the fiscal officer/clerk-treasurer records the beginning fund cash balances for all village funds. If this balance was not included when beginning fund cash balances were recorded, the fiscal officer/clerk-treasurer should record that balance later in the year through a fund balance adjustment entry (using the Fund Balance Correction/Adjustment option under Accounting/Transactions/Accounting Utilities/Funds).
4. The fiscal officer/clerk-treasurer should activate a secondary checking account on the UAN system for the mayor's court fund. A transfer should be recorded from Primary to Secondary to move that balance (established in Step 3) out of the primary checking account and into the secondary checking account.
5. No entries to reflect monthly operations will be recorded to the mayor's court agency fund during the year since the fiscal officer/clerk-treasurer normally does not have the necessary information by month end. As a result, the beginning fund cash balance in that fund will remain unchanged all year. Note: If the fiscal officer/clerk-treasurer has timely information, the monthly activity can be recorded each month by using the same method as shown under Step 7 below.
6. Actual monthly receipts from the mayor's court to the village for the village's share of costs will be recorded as they are received in the General fund.

## Steps for Handling Mayor's Court on UAN

7. At year end, the fiscal officer/clerk-treasurer should summarize the 12 months of activity that occurred in the mayor's court and prepare an entry based upon that summary. The entry will be recorded either as a Memo Receipt or as a Standard Receipt and a Charge. Note: Before posting this activity, record a transfer from Secondary to Primary.

### Example of Memo Receipt Entry:

Total Annual Mayor's Court Revenues (to record all money collected January-December):

|   |             |
|---|-------------|
| 9901-619-0000 (Other – Fines and Forfeitures) | \$35,000.00 |
|---|-------------|

Total Payments from the Mayor's Court (to record payments made to the Village and the State):

|  |                    |
|--|--------------------|
| 9901-720-640-0000 (Payment to Another Political Subdivision) | <u>\$35,000.00</u> |
|--|--------------------|

|             |                |
|-------------|----------------|
| Net Receipt | <u>\$ 0.00</u> |
|-------------|----------------|

If the mayor's court has not disbursed all of its annual collections by the end of the fiscal year, the memo receipt will show a net receipt balance. On the other hand, if the mayor's court has disbursed more than current year collections. (i.e. the prior year's December collections were remitted in January of the current year, and the current year's December collections were remitted in December of the current year), then the activity will have to be recorded as a standard receipt (for the total annual mayor's court revenues), and the corresponding payments made from the mayor's court will be recorded using a charge.

The fiscal officer/clerk-treasurer must adjust the cash balance and fund balance of the mayor's court agency fund to the amount in the mayor's court reconciled bank account at the end of the year. Care should be exercised in handling items that may be outstanding or in-transit at year end.

Lastly, a transfer from Primary to Secondary should be recorded to move the mayor's court account balance back out of the primary checking account in the system.