

Ordinance No. \_\_\_\_\_  
2015-22

Passed \_\_\_\_\_, 20\_\_\_\_  
December 24, 15

**AN ORDINANCE AUTHORIZING THE FISCAL OFFICER TO TRANSFER UNCLAIMED WATER SERVICE DEPOSITS FROM THE WATER SERVICE DEPOSIT FUND TO THE UNCLAIMED MONIES FUND, AND DECLARE THIS AN EMERGENCY MEASURE**

**WHEREAS**, the Village Utility Department collects a service deposit for all water and sewer tenant customers to be held against the payment of their final bill; and

**WHEREAS**, due to some deposits not being claimed and a lack of balancing between the fiscal office and utility office in the past several years, the balance of the Deposit Fund exceeds the customer deposits on record; and

**WHEREAS**, to bring the Water Service Deposit Fund in balance with the Utility Department records the amount in the fund over the recorded deposits on file shall be transferred to the Unclaimed Monies Fund; and

**WHEREAS**, in the future, unclaimed deposits may be transferred to the unclaimed money fund if not claimed by a tenant whose account is paid in full but did not claim their deposit or cash their refund check within the 60 day period after the check was issued causing it to be void.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SABINA, CLINTON COUNTY, OHIO, THREE-FOURTHS OF THE ELECTED MEMBERS CONCURRING, that:**

Section 1. The Fiscal Officer is hereby authorized to transfer \$46.57 from the Water Service Deposits Fund of 2015 and \$2.88 from 2013 to the Unclaimed Monies Fund.

Section 2. Thereafter, the Fiscal Officer shall transfer unclaimed deposits to the unclaimed money fund if not claimed by a tenant whose account is paid in full but did not claim their deposit or cash their refund check within the 60 day period after the check was issued causing it to be void.


Whereas, this Ordinance shall be passed as an emergency measure to reconcile Un-Claimed Funds for the closing of Fiscal Year 2015.

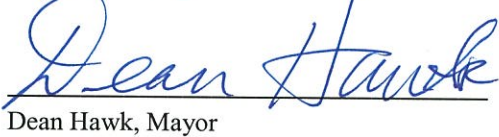
Passed this 23rd day of December, 2015

Attest:

  
Nancy L. Cornell, Fiscal Officer

Approved by:

  
Peggy Sloan, President of Council

  
Dean Hawk, Mayor

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_, 20\_\_\_\_

LEAVE

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**Fund Status**

UAN v2016.1

As Of 12/31/2015

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
9101	Unclaimed Monies	100.000%	\$3,237.79	\$0.00	\$3,237.79
All Funds Total			\$3,237.79	\$0.00	\$3,237.79
Pooled Investments					\$1,219,111.57
Secondary Checking Accounts					\$0.00
Available Primary Checking Balance					\$496,728.72

**Fund Status**

UAN v2016.1

As Of 12/31/2015

<b>Fund Number</b>	<b>Fund Name</b>	<b>% of Total Pooled</b>	<b>Fund Balance</b>	<b>Investments (Non-Pooled)</b>	<b>Checking &amp; Pooled Investments (Pooled)</b>
9101	Unclaimed Monies	100.000%	\$3,191.22	\$0.00	\$3,191.22
All Funds Total			\$3,191.22	\$0.00	\$3,191.22
Pooled Investments					\$1,219,111.57
Secondary Checking Accounts					\$0.00
Available Primary Checking Balance					\$496,728.72

**VILLAGE OF SABINA**99 NORTH HOWARD ST  
SABINA, OHIO 45169

SABINA VILLAGE, CLINTON COUNTY, OHIO 45169

**Post Interfund Transfers**

PEOPLES BANK

SABINA, OHIO 45169  
nbtirect.com  
36-230/442

VOID AFTER 12/15/2015 3:36:02 PM

UAN v2016.1

AMOUNT

DATE

PAY

Transfer #:

**11**

Status:

Open  
FISCAL OFFICER

Post Date:

12/15/2015

Approval:

Approval Date:

TO  
THE  
ORDER  
OF

Tran Date:

12/15/2015

Amount:

**\$19.95**

Void Date:

From Fund:

5781

From Account:

5781-910-910-0000

To Fund: *9101*

To Account:

9101-931-0000

VILLAGE OF SABINA

SABINA, OHIO

Reason:

Wtr Refund ck never cashed Furniss, M.

DATE



Transfer #:

**12**

Status:

Post Date:

12/15/2015

Approval:

Tran Date:

12/15/2015

Approval Date:

Amount:

**\$26.62**

Void Date:

From Fund:

5781

From Account:

5781-910-910-0000

To Fund:

9101

To Account:

9101-931-0000

Reason:

Wtr ReFund check returned-Derrick Rose

VILLAGE OF SABINA SABINA, OHIO

**Vendor / Payee Payment Register**

UAN v2016.1

By Vendor / Payee then Payment

December 2015

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Account Code	Amount	Status	Charge Type / Number
Vendor / Payee : <b>Derrick Rose</b>							
Invoice #: #104271							
48523	AW	12/31/2015	12/15/2015	<b>5781-531-610-0000</b>	<b>-\$26.62</b>	<b>V</b>	Direct
Payment Total:					-\$26.62		
Vendor Total:					-\$26.62		

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, CH - Account Charge, MR - Memo Receipt, WH - Withholding Warrant, EW - Electronic Withholding Payment, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment

Status: C – Cleared, O – Outstanding, V – Voided, B - Batch

Voided items are not included in the totals.

SABINA VILLAGE, CLINTON COUNTY  
**Vendor / Payee Payment Register**

12/15/2015 8:46:38 AM

UAN v2016.1

By Vendor / Payee then Payment

December 2015

Payment or Receipt #	Payment or Receipt Type	Post Date	Transaction Date	Account Code	Amount	Status	Charge Type / Number
Vendor / Payee : Markie Furniss							
Invoice #: #103869							
48242	AW	12/31/2015	12/15/2015	5781-531-610-0000	-\$19.95	V	Direct
Payment Total:					-\$19.95		
Vendor Total:					-\$19.95		

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, CH - Account Charge, MR - Memo Receipt, WH - Withholding Warrant, EW - Electronic Withholding Payment, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment

Status: C - Cleared, O - Outstanding, V - Voided, B - Batch

Voided items are not included in the totals.

## SABINA VILLAGE, CLINTON COUNTY

12/15/2015 3:20:52 PM

## Revenue Ledger

UAN v2016.1

By Fund

December 2015

Account Number: 5781-544-0000 Deposits

Fund: WATER SERVICE DEPOSITS

Final Budget: \$8,023.25

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
12/01/2015	12/03/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29427	589-2015	\$100.00			Report Beginning Balance - \$423.25
12/02/2015	12/03/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29427	590-2015	\$100.00	\$0.00	\$0.00	-\$523.25
12/03/2015	12/07/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29583	600-2015	\$100.00	\$0.00	\$0.00	-\$623.25
12/08/2015	12/08/2015	Supplemental Budget Increase	Amended Certificate #8	29618		\$0.00	\$23.25	\$0.00	-\$723.25
12/08/2015	12/10/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29723	606-2015	\$100.00	\$0.00	\$0.00	-\$700.00
12/11/2015	12/14/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29832	612-2015	\$200.00	\$0.00	\$0.00	-\$800.00
									-\$1,000.00
						Account Total:	\$600.00	\$23.25	\$0.00
						Account YTD Total:	\$9,023.25	\$8,023.25	\$0.00
						WATER SERVICE DEPOSITS Fund Total for Selected Accounts:	\$600.00	\$23.25	\$0.00
						WATER SERVICE DEPOSITS Fund YTD Total for Selected Accounts:	\$9,023.25	\$8,023.25	\$0.00

Account Number: 9101-931-0000 Transfers - In

Fund: Unclaimed Monies

Final Budget: \$0.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
12/15/2015	12/15/2015	Transfer 5781-9101	Wtr Refund ck never cashed Furniss, M.	29928		\$19.95	\$0.00	\$0.00	Report Beginning Balance \$0.00
						Account Total:	\$19.95	\$0.00	\$0.00
						Account YTD Total:	\$19.95	\$0.00	\$0.00
						Unclaimed Monies Fund Total for Selected Accounts:	\$19.95	\$0.00	\$0.00
						Unclaimed Monies Fund YTD Total for Selected Accounts:	\$19.95	\$0.00	\$0.00
						Report Total for Selected Accounts:	\$619.95	\$23.25	\$0.00
						Report YTD Total for Selected Accounts:	\$9,043.20	\$8,023.25	\$0.00

Report reflects selected information.



Revenue Ledger

By Fund

December 2015

Account Number: 5781-544-0000 Deposits

Fund: WATER SERVICE DEPOSITS

Final Budget: \$8,023.25

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
							Report Beginning Balance		-\$423.25
12/01/2015	12/03/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29427	589-2015	\$100.00	\$0.00	\$0.00	-\$523.25
12/02/2015	12/03/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29427	590-2015	\$100.00	\$0.00	\$0.00	-\$623.25
12/03/2015	12/07/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29583	600-2015	\$100.00	\$0.00	\$0.00	-\$723.25
12/08/2015	12/08/2015	Supplemental Budget Increase	Amended Certificate #8	29618		\$0.00	\$23.25	\$0.00	-\$700.00
12/08/2015	12/10/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29723	606-2015	\$100.00	\$0.00	\$0.00	-\$800.00
12/11/2015	12/14/2015	Utilities Dept.	Revenue rec'd from water, sewer & sanitation serv	29832	612-2015	\$200.00	\$0.00	\$0.00	-\$1,000.00
Account Total:						\$600.00	\$23.25	\$0.00	
Account YTD Total:						\$9,023.25	\$8,023.25	\$0.00	
WATER SERVICE DEPOSITS Fund Total for Selected Accounts:						\$600.00	\$23.25	\$0.00	
WATER SERVICE DEPOSITS Fund YTD Total for Selected Accounts:						\$9,023.25	\$8,023.25	\$0.00	

Account Number: 9101-931-0000 Transfers - In

Fund: Unclaimed Monies

Final Budget: \$0.00

Post Date	Transaction Date	Source	Purpose	Process ID	Receipt #	Revenue	Memoranda- Estimated Revenue		Budget Balance
							Debit	Credit	
							Report Beginning Balance		\$0.00
12/15/2015	12/15/2015	Transfer 5781-9101	Wtr Refund ck never cashed Furniss, M.	29928		\$19.95	\$0.00	\$0.00	\$0.00
12/15/2015	12/15/2015	Transfer 5781-9101	Wtr ReFund check returned-Derrick Rose	29929		\$26.62	\$0.00	\$0.00	\$0.00
Account Total:						\$46.57	\$0.00	\$0.00	
Account YTD Total:						\$46.57	\$0.00	\$0.00	
Unclaimed Monies Fund Total for Selected Accounts:						\$46.57	\$0.00	\$0.00	
Unclaimed Monies Fund YTD Total for Selected Accounts:						\$46.57	\$0.00	\$0.00	
Report Total for Selected Accounts:						\$646.57	\$23.25	\$0.00	
Report YTD Total for Selected Accounts:						\$9,069.82	\$8,023.25	\$0.00	

*The Office Of*  
**Charissa R Summers**  
*Utilities Department*

***Village of Sabina***

101 N Howard St  
Sabina, OH 45169  
(937) 584-4323

**Monday-Friday 7:30 am to 4:00 pm**

**Closed 11:30 am to 12:00 pm for lunch**

**Closed Holidays**



July 21, 2015

Derrick Rose  
641 Florence Ave  
Sabina, Ohio 45169

Ref: Final bill & refund

Dear Mr. Rose

Enclosed you will find your final bill for 641 Florence Ave and after applying your deposit you have a refund of \$26.62.

Please feel free to call me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Charissa R Summers". The signature is fluid and cursive, with a small yellow mark above the "R".

Charissa R. Summers  
Utilities Billing Clerk

Encl: refund check

**VILLAGE OF SABINA**

Phone: 937-584-4323

101 N. Howard Street • Sabina, Ohio 45169

ACCOUNT		104271	8/1/15 - 7/1/15	
SERVICE AT		641 FLORENCE AVE. 2		
CODE	PRESENT	PREVIOUS	USAGE	CHARGES
ARR	BAL FORWARD			53.44
WAT	947400	946400	1000	7.00
SEW	947400	946400	1000	29.69
SAN	SANITATION ADJ			-16.75
CHK				-73.38
** FINAL BILL **				
CLASS	AMOUNT DUE 3 DAYS AFTER DUE DATE		DUE DATE	BALANCE DUE
R	.00		8/4/15	.00

PRESORT  
FIRST CLASS MAIL  
U.S. Postage Paid  
Wilmington, OH 45177  
PERMIT NO. 13

ACCOUNT		DUE DATE
104271		8/4/15
AMOUNT DUE 3 DAYS AFTER DUE DATE	PENALTY AFTER DUE DATE	BALANCE DUE
.00	.00	.00



PLEASE RETURN THIS STUB WITH PAYMENT

DERRICK ROSE  
641 FLORENCE AVE.  
SABINA OH 45169