



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

BASIC AUDIT REPORT

Village of Montezuma
Mercer County
69 W. Main Street
Montezuma, OH 45866

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Village of Montezuma, Mercer County, (the Village) for the years ended December 31, 2023 and 2022.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the Village's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Village's financial statements, transactions or balances for the years ended December 31, 2023 and 2022.

The Village's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code Section 117.11(A) is to examine, analyze and inspect these records and documents.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

Current Year Observations

- Ohio Rev. Code § 149.43(B)(2)** requires a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying and that a public office shall have available a copy of its current records retention schedule at a location readily available to the public. The Village did not have a copy of its records retention schedule on file as required, nor did the Village have a records retention schedule/policy in place. Failure to have and follow a records retention schedule/policy could result in public records being disposed of prematurely. Our prior engagement also reported this matter.
- Ohio Rev. Code § 149.43(E)(2)** states, in part, the public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy. The Village could not provide written evidence of the public records policy being provided to the Village's records custodian. Failure by the Village to have the records custodian acknowledge receipt of the public records policy could lead to a lack of understanding of the Village's public records policy. The Village should establish and implement procedures to verify that an acknowledgement form is obtained from the records custodians of the Village as evidence that the public records policy has been received. If the Village's records custodians should change, the Village should obtain this acknowledgement from the new records custodian or if there is a new public records policy. Our prior engagement also reported this matter.

Current Year Observations (Continued)

3. Examination of on behalf amounts received by the Village during 2022 and 2023 noted that \$402,158 should have been recorded as revenues and expenditures in 2022. If the on behalf of amounts are not properly recorded, Council and management may be using inaccurate information for budgeting and monitoring purposes and financial statements may not properly reflect all activity of the Village. The Village should properly record on behalf activity as described in Auditor of State Bulletin 2000-008. Our prior engagement also reported this matter.

Current Status of Matters Reported in our Prior Engagement

In addition to the public records citations (**Ohio Rev. Code § 149.43(B)(2)** and **Ohio Rev. Code § 149.43(E)(2)**) and lack of recording on behalf receipts reported in current year observations number 1 through 3 above, our prior engagement also included violations of **Ohio Rev. Code § 117.38** and **Ohio Admin. Code § 117-2-03** for failing to timely file their financial statements, which was corrected for the current engagement.



Keith Faber
Auditor of State
Columbus, Ohio

August 14, 2024

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF MONTEZUMA

MERCER COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 9/3/2024

65 East State Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov