



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Village of Mutual
Champaign County
6097 St. Rt. 161
Mechanicsburg, Ohio 43044

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 Mutual, Champaign County, (the Village) for the years ended December 31, 2021 and 2020.

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, 2021 and 2020.

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 issues to report.

Current Year Observations

1. We noted the Village does not have an approved/adopted records retention schedule/policy. **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 also have available a copy of its current records retention schedule at a location readily available to the public. Failure to have and follow a records retention schedule/policy could result in public records being disposed of prematurely. The Village should implement procedures to provide that the appropriate policies/schedules are properly established and approved to help avoid issues with public records requests. Our prior audit also reported this compliance issue.
2. We noted the Village has a public records policy; however, the Village did not create a poster and display/post it in a conspicuous place in all branches of the Village. **Ohio Rev. Code § 149.43(E)(2)** states, in part, that the public office shall create a poster that describes its public records policy and shall post the poster in a conspicuous place in the public office and in all locations where the public office has branch offices.

Failure to properly display/post the public records policy could cause the public to become misinformed of the requirements regarding public records and/or the Village not meeting public records requests as required by Ohio law.

The Village should create the required poster and display/post the policy in a conspicuous place in the Village offices to provide public records information to the Village citizens.

Current Year Observations (Continued)

3. We noted the Fiscal Officer did not obtain the training required by the Fiscal Integrity Act. **Ohio Rev. Code §733.81(B)** states, in part, to enhance the background and working knowledge of fiscal officers in government accounting, budgeting and financing, financial report preparation, cybersecurity, and the rules adopted by the auditor of state, the auditor of state shall conduct education programs and continuing education courses for individuals elected or appointed for the first time to the office of fiscal officer, and shall conduct continuing education courses for individuals who continue to hold the office in a subsequent term.

Ohio Rev. Code §733.81(C) states a newly elected or appointed fiscal officer shall complete at least six hours of initial education programs before commencing, or during the first year of, office.

Ohio Rev. Code §733.81(D) states, in part, in addition to the six hours of initial education required under division (B) of this section, a newly elected or appointed fiscal officer shall complete at least a total of eighteen continuing education hours during the fiscal officer's first term of office. An elected or appointed fiscal officer who retains office for a subsequent term shall complete twelve hours of continuing education courses in each subsequent term of office. The auditor of state shall adopt rules specifying the initial education programs and continuing education courses that are required for a fiscal officer who has been appointed. The requirements shall be proportionally equivalent, based on the time remaining in the vacated office, to the requirements for a newly elected or appointed fiscal officer. At least two hours of ethics instruction shall be included in the continuing education hours required by divisions (D)(1) and (2) of this section.

Ohio Admin Code § 117-14-01 states the auditor of state, pursuant to sections 507.12 and 733.81 of the Revised Code, herein establishes a rule governing the initial training and continuing education of city, township, and village fiscal officers. As used in this chapter, "village fiscal officer" means village fiscal officer, village clerk, and village clerk-treasurer. **Ohio Admin Code §117-14-01(C)** states for the purposes of this chapter, a nonelected municipal fiscal officer, who has been hired to fill such a position, shall have a term equivalent to that of an elected township fiscal officer, whose term is governed by section 507.01 of the Revised Code. Thus, a nonelected municipal fiscal officer's term shall be four years, and such term shall begin on the first day of April in 2016. All subsequent such terms shall begin on the first day of April quadrennially thereafter.

The Fiscal Officer should complete the required training during each term in office and report the hours in the Fiscal Integrity Act Portal. Failure to complete training can result in financial reporting issues and/or noncompliance. The Village should establish and implement procedures to verify proper training is completed to assist Village officials with the proper knowledge to properly and ethically conduct operations.



Keith Faber
Auditor of State
Columbus, Ohio

July 25, 2022

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF MUTUAL

CHAMPAIGN 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 8/4/2022

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This report is a matter of public record and is available online at
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