



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



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Village of Montezuma
Mercer County
PO Box 178
Montezuma, Ohio 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, 2019 and 2018.

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, 2019 and 2018.

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

- Ohio Rev. Code § 149.43(B)(2)**, states, in part, 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 had not properly established a records retention policy. Failure to establish and maintain a retention policy may result in records of the Village not being available for public inspection or request and could lead to noncompliance with the Ohio Revised Code. The Village should properly establish a records retention policy.
- Ohio Rev. Code § 149.43(E)(1)** states, in part, that "to ensure that all employees of public offices are appropriately educated about a public office's obligations under division (B) of this section, all elected officials or their appropriate designees shall attend training approved by the attorney general as provided in section 109.43 of the Revised Code." The Village officials did not attend public records training or designate someone to go on his or her behalf. Failure to attend public records training could lead to violation of Ohio Revised Code sections regarding open meetings and Ohio Sunshine Laws. The Village elected officials should properly attend public records training.
- During testing of current year audit period on behalf amounts of \$340,196 should have been recorded as revenues and expenditures in 2018. If the on behalf of amounts are not properly recorded, Council may be using inaccurate information for budgeting and monitoring purposes and financial statement may not properly reflect material activity of the Village. The Village should properly record on behalf activity as per the Auditor of State bulletin 2000-008.

Current Status of Matters Reported in our Prior Engagement

Our prior audit for the years ended December 31, 2017 and 2016 noted that the Village had not properly recorded on behalf payments in the amounts of \$169,356 and \$30,536, respectively. This comment is being repeated.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive style with a large, stylized 'K' and 'F'.

Keith Faber
Auditor of State
Columbus, Ohio

June 8, 2020

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VILLAGE OF MONTEZUMA

MERCER COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JUNE 25, 2020**