



OHIO AUDITOR OF STATE  
**KEITH FABER**





**VILLAGE OF BELMORE  
PUTNAM COUNTY**

**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Report.....	1
Appendix	
Schedule of Findings for Recovery .....	5

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# OHIO AUDITOR OF STATE KEITH FABER



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Village of Belmore  
Putnam County  
311 Main St.  
Belmore, OH 45815

To Mayor Walter Harper, Fiscal Officer Jenna Young, and Village Council:

## **Background**

The Auditor of State (AOS), Special Investigations Unit (SIU) conducted a criminal investigation and special audit of the Village of Belmore (the Village) predicated on information received from the AOS Northwest Region financial audit division regarding potential theft of sewer receipts collected by the former Village Fiscal Officer.

The investigation began on March 2, 2022, after the AOS Northwest Region financial audit division indicated the 2018-2020 financial audit identified a shortage of sewer receipts deposited in the Village's bank account compared to receipted amounts recorded in the Village Utility System, Quickbooks, by the former Village Fiscal Officer, Tammy Rayle. When questioned by the financial audit team, Ms. Rayle claimed the money from the customer payments was being stored in a safe at her home. Throughout the course of the financial audit, Ms. Rayle made multiple large cash deposits into the Village's bank account, \$7,247.60 of which was deposited only after being questioned by the financial audit team. The deposits were not enough to cover all the receipts recorded on the Village's QuickBooks reports. It was alleged Ms. Rayle was the only person handling the sewer collections and deposits.

After the information obtained from the Northwest Region financial audit division, interviews, and preliminary examination of unidentified cash deposits into Ms. Rayle's personal bank accounts was considered, a special audit was declared by the Auditor of State.

This engagement was conducted in accordance with the [Auditor of State Special Investigations Unit, Quality Standards](#).

## **Suspect**

Tammy Rayle was hired as the Village's Fiscal Officer in 2009. The Village Council voted to proceed with steps to have Ms. Rayle removed as Fiscal Officer in July 2022. Ms. Rayle subsequently resigned effective August 31, 2022.

## **Schemes**

Ms. Rayle could not properly account for all the receipts she collected from July 14, 2016, through September 30, 2022 (the Period). Interviews confirmed Ms. Rayle worked from her home and maintained all records and even cash collections at her house. Ms. Rayle did not properly maintain and was unable to provide the current Village Fiscal Officer (her successor) with necessary sewer files, Village Ordinances and Resolutions, and other pertinent Village documentation upon her resignation.

### ***Sewer Receipts***

Sewer receipts were either mailed to the Village or Ms. Rayle's home address or dropped off by residents at a drop box installed on the Village Town Hall's front door. The Village acknowledged Ms. Rayle would

leave collected funds in a safe at her home, where she would later prepare the deposit for the bank. Ms. Rayle was solely responsible for collecting sewer receipts, entering sewer receipts into the Village's utility system, recording sewer receipts to the Village's general accounting system (Uniform Accounting Network - UAN), and depositing funds into the Village's bank account. There was no reconciliation performed between the UAN and QuickBooks systems to ensure they agreed.

For the Period, we examined 2,213 sewer transactions which included sewer receipts and customer billing records in QuickBooks. We determined 454 receipts, totaling \$19,045.70, did not correspond to a receipt recorded in UAN. Of those receipts, 144 cash and check receipts totaling \$5,505.30 were deposited in the Village's bank account, while 310 cash receipts, totaling \$13,540.40, did not have a corresponding bank deposit, as follows:

Year	Total cash receipts not deposited
2018	\$125.20
2019	\$3,722.80
2020	\$4,679.40
2021	\$3,177.50
2022	\$1,835.50
<b>Totals</b>	<b>\$13,540.40</b>

Conversely, we noted 13 cash deposits totaling \$12,221.40 (11 deposits totaling \$3,783.80 on August 18, 2021, for February through November 2019 sewer payments, one deposit for \$7,247.60 on February 28, 2022, for 2019 sewer payments, and one deposit for \$1,190.00 on August 30, 2022, for sewer cash deposit) made into the Village bank account. We could not trace these cash deposits to a specific customer and/or receipt date and, incidentally, these deposits did not occur until the financial audit division started substantial work on the audit, following an unauditible declaration. While the deposits were untimely, we'll assume these deposits relate to the aforementioned variance, which reduces the undeposited sewer receipts to a total of \$1,319.00.

#### *Sewer Adjustments*

Adjustments to customers' sewer accounts in QuickBooks were the sole responsibility of Ms. Rayle. There were no formal procedures in place or approval by Council regarding sewer adjustments and no supporting documentation was maintained by the Village. We examined 21 sewer adjustments, totaling \$456.15, during the Period. We found no evidence to justify three of the adjustments were made for a legitimate purpose, totaling \$133.20; however, there was no support to verify payments were collected so no finding for recovery will be issued. We also noted 20 out of 21 adjustments were not approved by Council or the Mayor.

#### *Duplicate Receipts*

Duplicate receipts were issued by Ms. Rayle for sewer receipts, town hall rentals and other miscellaneous items, but only upon request. We examined 136 pre-numbered duplicate receipts, totaling \$8,687.90, for the Period. We noted one receipt for town hall rental fees for \$50, which did not correspond to a receipt in UAN or a corresponding bank deposit.

#### **Findings**

Based on the special audit procedures and investigation, the Auditor of State confirmed the allegation that sewer receipts were collected by Ms. Rayle but not deposited during the Period.

We issued \$1,369.00 in findings for recovery for public money collected but unaccounted for during the Period.

The full details of the findings for recovery are located in the Appendix.

## **Prosecution**

At the conclusion of the special audit and investigation, the special audit results were reviewed by an Auditor of State Attorney, who determined there was insufficient evidence to meet the standards for recommending criminal charges.

The exit conference was waived by the Village; however, the Village Council and Management were given five days to respond to this special audit report. A response was not received from the Village.

KEITH FABER  
Ohio Auditor of State



Tiffany L Ridenbaugh, CPA, CFE, CGFM  
Chief Deputy Auditor

July 30, 2025



**APPENDIX**  
**SCHEDULE OF FINDINGS FOR RECOVERY**

## APPENDIX

### FINDINGS FOR RECOVERY

**Ohio Admin. Code § 117-2-01(D)(4)** requires, in part, that entities plan for adequate segregation of duties or compensating controls. Segregation of duties provides two significant benefits: (1) a deliberate fraud is more difficult because it requires collusion of two or more persons and (2) it is more likely an error will be detected. When designing the Village's system of internal control and the specific control activities, management should plan for adequate segregation of duties or compensating controls.

Proper segregation of duties is not possible when only one or two people handle all four aspects of the internal control cycle (record keeping, authorization, custody and reconciliation). Due to a control structure that lacked segregation of duties, Ms. Rayle was responsible for all aspects of the finance function at the Village, which included collecting and posting all receipts, paying the bills, and completing bank to book reconciliations, with little to no oversight.

#### Sewer Receipts

During the Period, the Village accepted payments in the form of cash, personal checks, and money orders. If a customer paid with cash, the entire amount would be credited to their account and no change provided.

We noted \$1,319.00 in sewer receipts did not have a corresponding bank deposit.

#### Duplicate Receipts

The Village has a town hall building available for rental. The customer must complete the rental form and provide a refundable deposit of \$50 plus the rental fee at the time of scheduling. Rental money could be paid at the Village by cash or check and a pre-numbered duplicate receipt would be issued, if requested. One part was given to the customer as their receipt and the other part kept in the receipt book to maintain for Village records.

We noted one receipt for town hall rental fees for \$50.00 did not have a corresponding bank deposit.

#### Findings for Recovery Conclusion

In accordance with the foregoing facts and pursuant to Ohio Rev. Code § 117.28, a finding for recovery for public monies collected but unaccounted for is hereby issued against Tammy Rayle and her bonding company, Old Republic Surety Company, jointly and severally, in the amount of \$1,369.00 and in favor of the Village's Sewer Fund for \$1,319.00 and General Fund for \$50.00.

# OHIO AUDITOR OF STATE KEITH FABER



## VILLAGE OF BELMORE SPECIAL AUDIT

PUTNAM 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 8/21/2025

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)