



OHIO AUDITOR OF STATE KEITH FABER



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Ashland County Land Reutilization Corporation
Ashland County
605 Westlake Drive
Ashland, Ohio 44805

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Ashland County Land Reutilization Corporation, Ashland County, (the Corporation) 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 Corporation's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Corporation's financial statements, transactions or balances for the years ended December 31, 2019 and 2018.

The Corporation'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 no the following significant compliance or accounting issues to report.

Current Year Observations

1. We noted the Corporation did not file their Financial Statements on the Hinkle System in a timely manner. Ohio Rev. Code Section 117.38 states that each public office shall file a financial report for each fiscal year. The report shall be certified by the proper officer or board and filed with the auditor of state within sixty days after the close of the fiscal year, except that public offices reporting pursuant to generally accepted accounting principles shall file their reports within one hundred fifty days after the close of the fiscal year.

The Corporation reported their financial statements on the cash basis of accounting for fiscal year 2018, however, they did not file their annual report until September 4, 2019, which is more than 60 days after fiscal year-end. By not filing timely, the Corporation may be subject to penalties.

The Corporation should ensure their cash basis report is filed with the Auditor of State by the filing deadline of within 60 days of fiscal year-end.

2. **Ohio Rev. Code § 149.43(B)(2)** requires the Corporation to adopt a records retention schedule, appoint a records manager to oversee records and to have a copy of its current records retention schedule at a location readily available to the public. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices to post a copy of the policy and retention schedule in a conspicuous place in the public offices.

The Corporation has not established a records retention schedule nor appointed a records manager. In addition, a public records policy has not been posted at the office. The Corporation does not appear to have the required transparency over public records and could result in the public not being properly informed and increases the risk that public records requests will not be handled correctly.

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

August 13, 2020

OHIO AUDITOR OF STATE KEITH FABER



ASHLAND COUNTY LAND REUTILIZATION CORPORATION

ASHLAND 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 9/29/2020

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