



OHIO AUDITOR OF STATE
KEITH FABER



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Recovery Township
Mercer County
1757 St Joe Road
PO Box 597
Fort Recovery, Ohio 45846

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

The Township'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 Township had not properly established a records retention policy. Failure to establish and maintain a retention policy may result in records of the Township not being available for public inspection or request and could lead to noncompliance with the Ohio Revised Code. The Township 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 Township 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 Township elected officials should properly attend public records training.
- 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. The public office may post its public records policy on the internet web site of the public office if the public office maintains an internet web site." The Township did not display the public records policy in compliance with the

Ohio Revised code. Failure to post the public records policy could inhibit the general public from obtaining information and knowledge of available records of the Township. The Township should properly display the approved public records policy.

4. The Township failed to timely file their annual financial reports on the Hinkle System for 2019 and 2018 as required per **Ohio Rev. Code § 117.38** and **Ohio Admin. Code § 117-2-03**. The filing deadline for the 2019 annual report was March 2, 2020 but the Township did not file the report until April 6, 2020. The filing deadline for the 2018 report was March 1, 2019 but the Township did not file the report until April 6, 2020. Failure to file timely may result in being ineligible for reduced audit services and could result in the assessment of a late penalty. The Township should ensure its annual financial statements are filed with the Auditor of State within sixty days after its December 31 fiscal year end date.

Current Status of Matters Reported in our Prior Engagement

The prior audit report had a material weakness for errors in the accounting records and the annual financial statements, and a noncompliance citation for expenditures exceeding appropriations. The scope of a basic audit does not result in testing that would identify all the errors reported in the material weakness, however, our limited procedures did not identify any such errors. Budgetary testing was limited to 2019 and it showed that expenditures were less than appropriations.



Keith Faber
Auditor of State
Columbus, Ohio

June 16, 2020

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RECOVERY TOWNSHIP

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 30, 2020**