



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



One First National Plaza
130 West Second Street, Suite 2040
Dayton, Ohio 45402-1502
(937) 285-6677 or (800) 443-9274
WestRegion@ohioauditor.gov

Minster Community Improvement Corporation
Auglaize County
5 West Fourth Street
PO Box 1
Minster, Ohio 45865

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Minster Community Improvement Corporation, Auglaize County, (the CIC) for the years ended December 31, 2020 and 2019.

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 CIC's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the CIC's financial statements, transactions or balances for the years ended December 31, 2020 and 2019.

The CIC'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 or accounting issues to report.

Current Year Observations

1. Ohio Rev. Code § 1724.05 requires, in part, the CIC to file an annual report with the Auditor of State within 120 days after the CIC's fiscal year-end, unless the Auditor of State extends that deadline. The Auditor of State extended the due date by 30 days due to the extraordinary circumstances resulting from the COVID-19 emergency. However, the CIC's 2019 annual report was filed on July 29, 2020, which was after the extended due date of May 29, 2020.
2. Ohio Rev. Code § 149.43 requires the CIC to maintain a public records policy and a records retention schedule, and other public records requirements. We noted that the CIC did not have a public records policy or have a records retention schedule formally adopted by the Board. The CIC should establish the required policies and procedures as outlined in the Ohio Rev. Code § 149.43.

Current Status of Matters Reported in our Prior Engagement

Our prior engagement identified that the CIC had been in operation since 1980, but had not obtained tax exempt status in regards to federal taxation. We are aware that there were no revenues received by the CIC during the period, but if there is a contribution in the future, the CIC could be subject to federal taxation on those revenues if tax exempt status is not obtained. Similarly, donors cannot make tax-deductible contributions unless the CIC has a tax exemption. This issue has not been corrected for years ended December 31, 2020 and 2019.

Minster Community Improvement Corporation
Auglaize County
Basic Audit Report
Page 2

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State
Columbus, Ohio
June 23, 2021

OHIO AUDITOR OF STATE KEITH FABER



MINSTER COMMUNITY IMPROVEMENT CORPORATION

AUGLAIZE 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 7/6/2021

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

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