



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
(800) 282-0370

BASIC AUDIT REPORT

Dunkirk Community Improvement Corporation
Hardin County
201 North Main Street
Dunkirk, OH 45836

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Dunkirk Community Improvement Corporation, Hardin County (the Corporation) for the years ended December 31, 2022 and 2021.

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, 2022 and 2021.

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 the following significant compliance issues to report.

Current Year Observations

1. We noted that the Corporation did not have a records retention schedule. **Ohio Rev. Code § 149.43(B)(2)** requires a public office to have available a copy of its current records retention schedule at a location readily available to the public. The lack of a records retention schedule could result in the Corporation maintaining unnecessary records or the premature disposal of records. A records retention schedule should be adopted and posted in a location that is available to the public.
2. We noted that the Corporation did not have a public records policy. **Ohio Rev. Code § 149.43(E)(2)** states, in part, that all public offices shall adopt a public records policy in compliance with this section for responding to public records requests. In adopting a public records policy under this division, a public office may obtain guidance from the model public records policy developed and provided to the public office by the attorney general under section 109.43 of the Revised Code. 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. A public records policy should be adopted and displayed as required by this Code Section.

Current Year Observations (Continued)

3. We noted the Corporation's financial reports were not prepared according to generally accepted accounting principles. **Ohio Rev. Code § 1724.05**, requires, in part, that each community improvement corporation shall prepare annual financial reports that are prepared according to generally accepted accounting principles (GAAP). The Corporation prepared financial statements that included a Balance Sheet, a Profit & Loss Statement, and a Statement of Cash Flows which is consistent with financial statements prepared on the GAAP basis. However, the Notes to The Financial Statements indicated the financial statements followed the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. The Corporation should ensure that GAAP financial statements are prepared and that the Notes to the Financial Statements include the applicable disclosures.

Current Status of Matters Reported in our Prior Engagement

The prior audit also reported the matters reported above. In addition, the prior audit reported that the initial 2019 financial filing did not include the financial statements and notes to the financial statements which resulted the complete financial statements not being filed until after the due date. This matter was corrected for the current engagement.



Keith Faber
Auditor of State
Columbus, Ohio

July 27, 2023

OHIO AUDITOR OF STATE KEITH FABER



DUNKIRK COMMUNITY IMPROVEMENT CORPORATION

HARDIN 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 8/10/2023

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