



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Parma Community Improvement Corporation
Cuyahoga County
Parma, Ohio 44129

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Parma Community Improvement Corporation, Cuyahoga County, (the Corporation) 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 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, 2020 and 2019.

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 or accounting issues to report.

Current Year Observations

1. The Corporation is not utilizing an accounting system for its financial activity. **Ohio Admin. Code § 117-2-02** requires all governmental entities to maintain an accounting system and accounting records sufficient to enable the public office to identify, assemble, analyze, classify, record and report its transactions, maintain accountability for the related assets, document compliance with finance-related legal and contractual requirements and prepare financial statements. The Corporation should maintain its records in an accounting system. Our prior basic audit also reported this deficiency.
2. The Corporation followed the City of Parma's guidelines for the Public Records Policy; however, the Corporation has not formally adopted a Public Records Policy. **Ohio Rev. Code Section 149.43(E)(2)** states that the Corporation must have a Public Records Policy, which is in accordance with the law. The Corporation shall prepare a Public Records Policy or adopt the City of Parma's Public Records Policy as their own.
3. The Corporation followed the City of Parma's policy for records retention; however, the Corporation has not formally adopted a Records Retention Policy, as their own. **Ohio Rev. Code Section 149.43(B)(2)** states that the Corporation must have a Records Retention Policy that is readily available to the public. The Corporation shall prepare a Records Retention Policy or adopt the City of Parma's Records Retention Policy as their own.
4. The Corporation followed the City of Parma's Public Records Policy; however, the Corporation has not formally adopted the City of Parma's Public Records Policy as their own. **Ohio Rev. Code Section 149.43(E)(2)** states that the Public Records Policy must be included in the Corporation's

policy manual. Because the Corporation has not adopted a Public Records Policy, it cannot include a copy of it in its handbook. The Corporation shall create a policy manual with policies or adopt the City of Parma's policies as their own, and include the Public Records Policy in the Corporation's handbook as required.

5. The Corporation did not give public notice for public meetings held during the engagement period. **Ohio Rev. Code Section 121.22(F)** states that the Corporation shall notify the general public and news media (if requested) of when and where meetings are to be held, as required by law. The Corporation shall notify the general public and news media (if requested) of meetings held.



Keith Faber
Auditor of State
Columbus, Ohio

September 27, 2021

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PARMA COMMUNITY IMPROVEMENT CORPORATION

CUYAHOGA 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 10/12/2021

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