



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

Piqua Improvement Corporation  
Miami County  
201 West Water Street  
Piqua, Ohio 45356

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Piqua Improvement Corporation, Miami County, (the Corporation) for the years ended December 31, 2021 and 2020.

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, 2021 and 2020.

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. **Ohio Rev. Code § 149.43(B)(2)** states, in part, "a public office also shall have available a copy of its current records retention schedule at a location readily available to the public."

There was no evidence that a formal records retention schedule had been adopted by the Corporation. Failure to adopt a records retention schedule could lead to Corporation records being destroyed prior to what is allowable by law or against the Board's wishes.

The Corporation should adopt a formal records retention schedule and make it available to the public.

2. **Ohio Rev. Code § 149.43(E)(2)** states, in part, "the public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy."

The Corporation could not provide evidence of the public records policy being provided to the Corporation's records custodian.

Failure by the Corporation to have the records custodian acknowledge receipt of the public records policy could lead to a lack of understanding of the Corporation's public records policy.

**Current Year Observations (Continued)**

The Corporation should establish and implement procedures to verify that an acknowledgement form is obtained from the records custodian of the Corporation as evidence that the public records policy has been received. If the records custodian changes, the Corporation should determine that this acknowledgement is obtained from the new records custodian.



Keith Faber  
Auditor of State  
Columbus, Ohio

July 12, 2022

# OHIO AUDITOR OF STATE KEITH FABER



**PIQUA IMPROVEMENT CORPORATION**

**MIAMI 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 7/26/2022**

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](http://www.ohioauditor.gov)