



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Zanesville Community Improvement Corporation
Muskingum County
401 Market Street
Zanesville, Ohio 43701

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Zanesville Community Improvement Corporation, Muskingum County, Ohio (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 § 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 § 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 § 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. In addition, **Ohio Rev. Code § 149.43(E)(2)** requires all public offices to adopt a public records policy for responding to public records requests. We noted the Corporation has not adopted a public records policy or adopted a formal records retention schedule.
2. While the Corporation maintains a manual check register that details the financial institution activity, a formal monthly bank-to-book reconciliation is not performed. The Corporation was unable to provide details of reconciling items (such as outstanding checks) for December 31, 2021 and did not maintain all pages of the bank statement. Due to the limited financial activity of the Corporation, we were able to determine the Corporation properly reconciled at December 31, 2021.

The Corporation should ensure monthly reconciliations are prepared in enough detail to clearly identify adjusting factors. A copy of the complete reconciliation that includes bank statements and detailed adjusting factors should be maintained by the Corporation and approved by the Board.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

August 22, 2022

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ZANESVILLE COMMUNITY IMPROVEMENT CORPORATION

MUSKINGUM 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 9/6/2022

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This report is a matter of public record and is available online at
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