



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Ada Area Community Improvement Corporation
Hardin County
115 West Buckeye Ave.
P.O. Box 202
Ada, Ohio 45810

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Ada Area Community Improvement Corporation, Hardin County, (the CIC) 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 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, 2022 and 2021.

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 issues to report.

Current Year Observations

1. We noted that the CIC 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 CIC maintaining unnecessary records or the premature disposal of records. The CIC should adopt a records retention schedule and post it in a location that is available to the public.
2. We noted that the CIC 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. The public office shall distribute the public records policy to the employee who is the records custodian or records manager or employee who otherwise has custody of the records and shall require that employee to acknowledge receipt of the copy of the public records policy. The lack of a public records policy may result in records requests not being fulfilled in accordance with Ohio law. The CIC should adopt a public records policy and follow the related requirements of the Ohio Revised Code.

Current Year Observations (Continued)

3. We observed that the CIC did not prepare annual financial reports according to generally accepted accounting principles (GAAP) and did not file 2021 report timely. **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 financial statements shall be filed with the auditor of state within one hundred twenty days following the last day of the corporation's fiscal year unless the auditor of state extends the deadline. The CIC prepared financial reports for 2022 and 2021 that included both Management's Discussion and Analysis along with tables that reflected a GAAP basis presentation, and included notes to the financial statements that indicated the statements were prepared on the GAAP basis. However, the financial statements only included an operating statement. The 2021 financial report was due to be filed on May 2, 2022, but was not filed until July 27, 2022. The CIC should include all required GAAP financial statements in the annual financial reports. A reminder system should be implemented to help ensure financial reports are filed by the required date.

Current Status of Matters Reported in our Prior Engagement

Our prior engagement reported on the same matters as noted above.



Keith Faber
Auditor of State
Columbus, Ohio

June 26, 2023

OHIO AUDITOR OF STATE KEITH FABER



ADA AREA 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 7/11/2023

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