



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO
www.auditor.state.oh.us

Date: December 21, 2001
Bulletin 2001-012

AUDITOR OF STATE BULLETIN

TO: CITY AUDITORS, FINANCE DIRECTORS
COUNTY AUDITORS
SCHOOL DISTRICT TREASURERS
TOWNSHIP CLERKS
VILLAGE CLERK/CLERK TREASURERS
COMMUNITY IMPROVEMENT CORPORATIONS
INDEPENDENT PUBLIC ACCOUNTANTS
COMMUNITY DEVELOPMENT CORPORATIONS
SELF-INSURANCE POOLS
ALL FISCAL OFFICERS

SUBJECT: FILING OF ANNUAL REPORTS

The purpose of this bulletin is to provide guidance and clarification on the filing of annual financial reports with the Auditor of State's office.

WHO MUST FILE

Each public office, other than a state agency, shall file a financial report for each fiscal year. According to Section 117.01(D), Revised Code, "public office" means any state agency, public institution, political subdivision, or other organized body, office, agency, institution, or entity established by the laws of the State of Ohio for the exercise of any function of government.

Entities that should file a report with the Auditor of State include (list may not be all inclusive) the following:

Agricultural Societies	Appellate Court Districts
Cemeteries	Community Development Corporations**
Community/Charter Schools	Community Improvement Corporations**
Conservancy Districts	Counties
County School Financing Districts	Educational Service Centers
Emergency Management Agencies	EMS Districts
Family and Children First Councils	Fire Districts
General Health Districts	Joint Detention Facilities Districts
Joint Detention Home Districts	Joint Public Defender Commissions
Joint Cemeteries	Joint Childrens Home
Joint ADAMH	Joint Ambulance Districts
Joint MRDD	Libraries
Metro Housing Authorities	Metropolitan Park Districts
Multi-County Mental Health Districts	Municipalities
Port Authorities	Recreation Districts
Regional Council of Governments	Regional Transit Commissions
Regional Water and Sewer Districts	Regional Transit Authorities



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Regional Planning Commissions	Sanitary Districts
School Districts	School Data Collection Centers
Self-Insurance Pools ***	Soil and Water Conservation Districts
Solid Waste Management Districts	Townships
Union Cemeteries	Watershed Districts

** SB 265, effective March 12, 2001, See AOS Bulletin 2001-003

*** SB 77, effective August, 12, 1998, See AOS Bulletin 98-004 and 2001-005

State universities and colleges are required, under Section 3345.72(b), Revised Code, to submit an annual financial report to the Auditor of State within four months after the end of the fiscal year. State universities and colleges should continue to follow the guidance provided annually by this office.

If you serve as the fiscal officer for more than one public office (for example a school district and a data collection center or a county auditor and metropolitan park district), you will be responsible for filing separate reports for each office.

A component unit that is also a public office must file a separate report. A component unit that is part of a primary government must also file a separate annual financial report. Being included in the financial statements of the primary governmental does not satisfy the filing requirement.

WHAT MUST BE FILED

All counties, cities and school districts, including educational service centers and community schools, and community improvement and development corporations are to file an annual financial report in accordance with generally accepted accounting principles (GAAP). Public offices that are a component unit of any of these entities are also required to file GAAP annual financial reports. A GAAP annual financial report should include all required financial statements and the notes to the financial statements. A cash basis annual financial report does not meet the filing requirement and will not be accepted from an entity that must file a GAAP report. In addition, the Auditor of State does not prescribe the format of a GAAP report and the previously prescribed cash basis reports for these entities are no longer available.

Users of the Uniform Accounting Network (UAN) shall file their annual financial report in accordance with the guidelines established by the UAN.

Villages, townships, and libraries that are not users of UAN shall file an annual financial report on the forms provided by the Auditor of State. These forms are mailed in



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December each year. The Auditor of State prescribes an annual financial report for the following:

Villages	Libraries
Townships	Soil and Water Conservation District
Multi-County Mental Health District	Appellate Court District
Joint Public Defender Commission	General Health District
Metropolitan Park District	Regional Planning Commission
Joint Detention Facilities District	Joint Detention Home District

If a local government (public office) is not listed above, the Auditor of State does not prescribe a report for the local government. Therefore, the local government (public office) shall file an annual report using the same format used by that office to summarize and report its annual financial activities to the governing body/legislative authority.

The fiscal officer is responsible for submitting the annual financial report to the Auditor of State. A financial report given to the Audit Division during the audit process does not satisfy the requirement for submission of the annual financial report.

Reports submitted to the Auditor of State to satisfy the statutory filing requirement are not required to be audited.

WHEN MUST IT BE FILED

A cash basis annual financial report shall be certified by the fiscal officer or board and filed with the Auditor of State within sixty (60) days after the close of the fiscal year. Those public offices reporting pursuant to GAAP shall file their reports within one hundred fifty (150) days after the close of the fiscal year.

Community improvement and development corporations, under SB 265, effective March 12, 2001, must certify and submit an annual financial statement report to the Auditor of State within 120 days of their fiscal year end.

If the chief financial officer (CFO) of the public office preparing its annual financial report in accordance with GAAP anticipates a need for more than 150 days in order to prepare the GAAP financial report, the CFO should notify the Auditor of State in writing. The Auditor of State may extend the deadline for filing a financial report. In order to assist with audit planning efforts, entities are cautioned to request extensions early if a delay is anticipated. The AOS Bulletin 97-015 identifies circumstances under which an extension may be granted and the guidelines for requesting it.



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WHERE MUST IT BE FILED

All public offices, other than state agencies, should submit one copy of their annual financial report (whether cash or GAAP) by the filing deadline to the following address:

Auditor of State Jim Petro
Attn: Local Government Services
88 East Broad Street - 5th Floor
P.O. Box 1140
Columbus, OH 43216-1140

PUBLICATION

At the time the report is filed with the Auditor of State, a notice should be published in a newspaper published in the political subdivision or taxing district, and if there is no such newspaper, then in a newspaper of general circulation in the political subdivision or taxing district. The notice shall state that the financial report has been completed by the public office and is available for public inspection at the office of the chief fiscal officer. The public notice may read as follows:

The (title of the annual financial report) of the (entity name) for the year ended or the fiscal year ended (date) has been completed and is available for public inspection in the (name of fiscal office and address) between (office hours). A copy of the report can be provided upon request.

FAILURE TO FILE AND LATE FILING

Any public office, other than a state agency, that does not file its financial report at the time required by law shall pay to the Auditor of State twenty-five dollars for each day, up to a maximum seven hundred fifty dollars, the report remains unfiled after the filing date. The Auditor of State may waive all or any part of the penalty assessed under this section upon the filing of the past due financial report. The Auditor of State may deduct penalties not paid from any funds under the Auditor of State's control belonging to the public office. If funds are withheld from a county because of the failure of a taxing district located in whole or in part within the county to file, the county may deduct the amount of penalty from any revenues due the delinquent district.

Questions regarding this bulletin or regarding annual financial report filing requirements may be directed to the Local Government Services Division of the State Auditor's Office at (800) 345-2519.