



OHIO AUDITOR OF STATE
KEITH FABER



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Forest Community Improvement Corporation
Hardin County
118 E. Lima Street, P.O. Box 39
Forest, OH 45843

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Forest Community Improvement Corporation, Hardin 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 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." The Corporation did not have a records retention schedule. The Corporation should adopt a records retention schedule and post it in a location that is available to the public
2. **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 Corporation did not have a public records policy. A public records policy should be adopted and displayed as required by this Code Section.

Current Status of Matter Reported in our Prior Engagement

The prior audit identified noncompliance with **Ohio Rev. Code § 1724.05**, which requires, in part, that each community improvement corporation shall prepare annual financial reports that are prepared according to generally accepted accounting principles (GAAP). The noncompliance was the result of the financial statements filed for 2018 and 2017 not including opening and ending balances and the notes to the financial statements indicating the financial statements were prepared on the cash basis. The 2020 and 2019 financial statements included opening and ending balances, however, the notes to the financial statements for 2020 and 2019 indicated the financial statements were filed on the cash basis. The statement of financial position presented assets and liabilities which implies the financial statements were prepared according to GAAP. Prior to filing the annual financial statements, a review should be performed to ensure there are not inconsistencies between the financial statements and required notes to the financial statements.



Keith Faber
Auditor of State
Columbus, Ohio

June 23, 2021

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FOREST 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 7/6/2021

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