



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Community Improvement Corporation of Fairfield
Butler County
670 Wessel Drive
Fairfield, Ohio 45014

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

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 issue to report.

Current Year Observations

1. **Ohio Rev. Code § 117.38** states that cash-basis entities must file annual reports with the Auditor of State within 60 days of the end of the fiscal year. The Auditor of State may prescribe by rule or guidelines the forms for these reports.

The Corporation filed its 2022 reporting forms on May 4, 2023, subsequent to the May 1, 2023 deadline.

Failure to file an annual report in a timely manner could result in a penalty of twenty-five dollars for each day the report remains unfiled, not to exceed seven hundred fifty dollars. The Auditor of State may waive these penalties, upon the filing of the past due financial report. Additionally, the lack of an annual report could result in auditing difficulties.

We recommend that the Corporation file its annual reports in the Hinkle system within the required time frame after the end of each fiscal year.

2. **Ohio Rev. Code § 149.43(E)(2)** provides that the Corporation shall adopt a public records policy. The Corporation did not formally adopt a public records policy during the engagement period as required by Ohio Rev. Code 149.43(E)(2).
3. **Ohio Rev. Code § 149.43(B)(2)** states that a public office also shall have available a copy of its current records retention schedule at a location readily available to the public. The Corporation did not formally adopt a records retention schedule during the engagement period as required by Ohio Rev. Code 149.43(B)(2).

Current Status of Matter Reported in our Prior Engagement

Our prior audit for the years ended December 31, 2020 and 2019 included the following observations:

1. The Corporation has not adopted a formal public records policy. This was not corrected and was repeated in the current audit.
2. The Corporation has not adopted a records retention schedule. This was not corrected and was repeated in the current audit.
3. The Corporation has no method of informing the public when and where meetings are being held. This was corrected for the current audit.



Keith Faber
Auditor of State
Columbus, Ohio

July 19, 2023

OHIO AUDITOR OF STATE KEITH FABER



COMMUNITY IMPROVEMENT CORPORATION OF FAIRFIELD, OHIO

BUTLER 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 8/1/2023

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