



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
(800) 282-0370

BASIC AUDIT REPORT

Elyria Community Improvement Corporation
Lorain County
131 Court Street
Elyria, Ohio 44035

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Elyria Community Improvement Corporation, Lorain County, (the Corporation) for the years ended June 30, 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 June 30, 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 or accounting issues to report.

Current Year Observations

1. The Corporation is not utilizing an accounting system for its financial activity, nor completing bank reconciliations. The Corporation maintained activity in a check register, which they used to compile the year-end activity in the financial statements. Failure to utilize an accounting system and complete bank reconciliations could lead to insufficient records and difficulties when the financial statements are prepared. The Corporation should maintain its records in an accounting system and complete bank-to-book reconciliations on a monthly basis.
2. On November 16, 2020, the Corporation issued check #284 for \$3,157. However, the payee line on the check was left blank. The check was used to pay an invoice to the Ohio Auditor of State for audit services and agreed to the Invoice for Services in Great Plains (GP). Failure to fill out the payee information could result in the check being made payable to anyone. The Corporation should prepare each check completely and accurately.
3. The Corporation's 2021 check register was incomplete and missing information (i.e., Payee Name). Failure to utilize a complete check register could lead to insufficient records. The Corporation should maintain a complete check register including, but not limited to dates, reference information, payee name, memo/notes, amounts and a running balance.
4. The Corporation failed to file its annual financial report by the required deadline, which is 120 days after fiscal year-end. The Corporation's financial report for fiscal year 2021 was filed on January 4, 2022. Failure to file its annual report with the Auditor of State by the required deadline increases the risk that penalties may be assessed by the Auditor of State at a rate of \$25 per day (\$750 maximum). The Corporation should file its annual financial report by the required deadline.

Efficient • Effective • Transparent

5. **Ohio Rev. Code § 149.43(B)(2)** states, in part, “a public office shall have available a copy of its current records retention schedule at a location readily available to the public.” The Corporation did not have a formally adopted records retention schedule. Failure to formally adopt a records retention schedule could result in the Corporation not maintaining records in accordance with the Ohio Revised Code. The Corporation should establish a records retention schedule.
6. **Ohio Rev. Code § 149.43(E)(2)** states, in part that “[t]he public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy.” There was no written evidence that the Corporation’s Public Records Policy was provided to the records custodian/manager. Failure to provide the records custodian/manager with a copy of the public records policy could result in records requests not being fulfilled in accordance with the policy. The Corporation should obtain written evidence that the records custodian/manager was provided the Public Records Policy.
7. **Ohio Rev. Code § 149.43(E)(2)** states, in part that “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 Corporation has no poster conspicuously displayed. Failure to create a poster describing the Public Records Policy could result in the public not being informed of the Corporation’s policy. The Corporation shall create a poster and display the poster as required.
8. We noted that the Corporation did not provide any evidence that the Corporation gave public notice for public meetings held during the engagement period. **Ohio Rev. Code § 121.22(F)** requires the Corporation to establish, by rule, a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. While the Corporation established by rule a method, there is no evidence the Corporation abided by its rule established in the Corporation’s Code of Regulations. The Corporation shall comply with its established rule for providing notice of regularly scheduled meetings and special meetings.
9. The Corporation did not prepare, file and/or maintain all public meeting minutes during the engagement period. **Ohio Rev. Code §121.22(C)** states that “[t]he minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection.” There were at least two meeting minutes that appeared to be missing and not prepared promptly, filed, maintained or available for public viewing/request. The Corporation shall prepare, file, maintain and have minutes of the public meetings open to public inspection upon request.



Keith Faber
Auditor of State
Columbus, Ohio

October 19, 2023

OHIO AUDITOR OF STATE KEITH FABER



ELYRIA COMMUNITY IMPROVEMENT CORPORATION

LORAIN 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 11/9/2023

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

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