



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

Northern Hardin County Fire District  
Hardin County  
12825 C.R. 90  
Kenton, Ohio 43326

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Northern Hardin County Fire District, Hardin County (the District) 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 District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the District's financial statements, transactions or balances for the years ended December 31, 2022 and 2021.

The District'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 and accounting issues to report.

### Current Year Observations

1. We noted that the District 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 District maintaining unnecessary records or the premature disposal of records. The District should adopt a records retention schedule and post it in a location that is available to the public.
2. At the May 10, 2021 Board Meeting, the Trustees authorized the Clerk to invest \$50,000 in a 12 month certificate of deposit with a local financial institution with the best rate. In the July 11, 2022 Minutes, the Clerk reported that the certificate of deposit with Home Savings and Loan was maturing on July 13, 2022. The Board approved to put the funds in a 6 month CD and to monitor interest rates. At the August 8, 2022 Board Meeting, the Clerk reported that the short term certificate of deposit rates were not good, so the funds were put into a money market fund at .55% with Home Savings and Loan. The Board amended the motion from the July 11, 2022 Board Minutes to authorize the Clerk to make the best choice which was to make funds available in a money market account.

**Current Year Observations (Continued)**

The Minutes do not show that the Trustees were provided with competitive certificate of deposit or money market interest rates to allow them to make an informed decision prior to the funds being deposited with Home Savings and Loan. In addition, the Minutes do not show that the Trustees considered or addressed the potential violation of R.C § 2921.42 due to the Fiscal Officer (Clerk), Kathy Schroeder, being employed as the Executive Vice President and Chief Financial Officer at Home Savings and Loan.

This matter will be referred to the Ohio Ethics Commission.

**Current Status of Matters Reported in our Prior Engagement**

In additional to the matter reported above as observation 1, we also reported that the 2020 financial statement filing was not complete, that the District had not adopted a public records policy, and that the bank to book reconciliation included an old reconciling item. These matters were corrected for the current engagement period.



Keith Faber  
Auditor of State  
Columbus, Ohio

July 18, 2023

# OHIO AUDITOR OF STATE KEITH FABER



**NORTHERN HARDIN COUNTY FIRE DISTRICT**

**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 8/1/2023**

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](http://www.ohioauditor.gov)