



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Winchester Community Fire District
Adams County
Winchester, Ohio 45697

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Winchester Community Fire District, Adams County, (the District) for the years ended December 31, 2023 and 2022.

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, 2023 and 2022.

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 or accounting issues to report.

Current Year Observations

1. Ohio Rev. Code § 149.43(E)(2) provides that every public office must have a policy in place for responding to public records requests. Generally, a public records policy cannot: (1) limit the number of public records the office will make available to a single person; (2) limit the number of public records the office will make available during a fixed period of time; and (3) establish a fixed period of time before the office will respond to a request for inspection/copying of public records unless that period is less than eight hours. However, pursuant to Ohio Rev. Code § 149.43(B)(7)(c), the policy may limit the number of public records the public office will physically deliver by U.S. Mail or other delivery service to ten per month unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" is narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

Ohio Rev. Code § 149.43(E)(2) further requires all public offices take certain actions with regard to their public record policy. Public offices must distribute their Public Records Policy to the employee who is the records custodian/manager or otherwise has custody of the records of that office and have that employee acknowledge receipt of the Public Records Policy; create and display in a conspicuous place in all locations where the public office has branch offices a poster describing the public records policy; and, if the public office has a manual or handbook of its general policies and procedures for all employees, include the public records policy in that manual or handbook.

The District has no formal written policy that would demonstrate compliance with the Ohio Revised Code. This could result in records requests not being fulfilled in accordance with Ohio law.

The District shall establish a public records policy. The policy shall be distributed to the records custodian/manager and the District should have a written acknowledgement of receipt from the records custodian/manager. In addition, a poster describing the public records policy must be conspicuously displayed in all of the District branch offices and the public records policy must be included in policy manuals or handbooks if any exist.

Pursuant to Ohio Rev. Code § 109.43(E)(2), the Ohio Attorney General has developed and provided to all public offices a model public records policy for responding to public records requests. The policy, which is available at <https://www.ohioattorneygeneral.gov/Files/Government-Entities/Model-Public-Records-Policy.aspx>, provides guidance to public offices in developing their own policies for responding to public records requests in compliance with the Public Records Act.

2. Ohio Rev. Code §149.43(B)(2) states the entity shall have available a copy of its current records retention schedule at a location readily available to the public.

The District did not have an approved records retention schedule. District officials should adopt a records retention schedule.

Current Status of Matters Reported in our Prior Engagement

3. The prior schedule of findings from December 31, 2021 and 2020 audit included an issue with financial report of posting of receipts and beginning balances. During our review of 2023 and 2022 Uniform Accounting Network adjustment ledger report and inquiry with the fiscal officer, the District did not make the proper audit adjustments. Issue was not corrected.
4. The prior schedule of findings from December 31, 2021 and 2020 audit included an issue with Ohio Revised Code Section 5705.41(D) improper certification of expenditures. During our review of 2023 and 2022 District records and inquiry with the fiscal officer, we found that the district certified availability of funds prior to expending or issued a "Then and Now" certificate. The issue was corrected.
5. The prior schedule of findings from the December 31, 2021 and 2020 audit included an issue with Ohio Revised Code 5705.41(B) expenditures exceeding appropriations. We reviewed final expenditures of the General Fund for both 2023 and 2022 and noted they did not exceed the approved final budgeted appropriations. The issue was corrected.
6. The prior schedule of findings from December 31, 2021 and 2020 audit included a significant deficiency in relation to complete voucher packages. During our review of the 2023 and 2022 voucher support we determined that the District maintained the proper supporting documentation. The issue was corrected.
7. The prior schedule of findings from December 31, 2021 and 2020 audit included a significant deficiency in relation to maintaining receipt support. During our review of the 2023 and 2022 we

found that the District maintained sufficient receipt supporting documentation. The issue was corrected.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive style with a large initial "K".

Keith Faber
Auditor of State
Columbus, Ohio

June 20, 2024

OHIO AUDITOR OF STATE KEITH FABER



WINCHESTER COMMUNITY FIRE DISTRICT

ADAMS 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 7/2/2024

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