



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Community Improvement Corporation of Versailles
Darke County
P.O. Box 288
Versailles, Ohio 45380

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 Versailles, Darke County, (the Corporation) for the fiscal years ended August 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 fiscal years ended August 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 issues to report.

Current Year Observations

1. We noted the Corporation did not adopt a public records policy. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices to adopt a public records policy in compliance with this section for responding to public records requests. The Corporation should properly adopt a public records policy and take all other actions regarding the policy required by Ohio Rev. Code § 149.43. The Corporation can refer to the model policy on the Attorney General's website when drafting its policy.

Failure to establish and maintain a public records policy may result in records of the Corporation not being available for public inspection or request and could lead to noncompliance with the Ohio Revised Code. Our prior audit also reported this noncompliance.

2. We noted the Corporation did not have an established and adopted/approved records retention schedule/policy. **Ohio Rev. Code § 149.43(B)(2)** provides that a public office or the person responsible for public records shall organize and maintain public records in a manner that they can be made available for inspection or copying and that public offices shall have available a copy of their current records retention schedule at a location readily available to the public. The Corporation should appropriately establish and approve/adopt a records retention schedule/policy and have the records retention schedule at a location readily available to the public.

Failure to have and follow a records retention schedule/policy could result in public records being disposed of prematurely. Our prior audit also reported this noncompliance.

Current Status of Matters Reported in our Prior Engagement

Our prior audit for the fiscal years ended August 31, 2020 and 2019 included an observation that the Corporation's August 31, 2020 bank reconciliation including a reconciling variance of \$111 due to not including interest. The bank reconciliation had no issues for the current audit period.



Keith Faber
Auditor of State
Columbus, Ohio

April 12, 2023

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COMMUNITY IMPROVEMENT CORPORATION OF VERSAILLES

DARKE 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 5/4/2023

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