



**WATERVILLE COMMUNITY IMPROVEMENT CORPORATION  
LUCAS COUNTY**

**BASIC AUDIT**

**FOR YEAR ENDED DECEMBER 31, 2022 AND  
THE PERIOD FEBRUARY 2, 2021 THROUGH DECEMBER 31, 2021**



# OHIO AUDITOR OF STATE KEITH FABER



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Waterville Community Improvement Corporation  
Lucas County  
c/o City of Waterville  
25 North 2<sup>nd</sup> Street  
Waterville, OH 43566

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Waterville Community Improvement Corporation, Lucas County, Ohio (the Corporation) for the year ended December 31, 2022 and the period February 2, 2021 through December 31, 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 year ended December 31, 2022 and the period February 2, 2021 through December 31, 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. We noted the Corporation filed their Annual Financial Report with the Auditor of State on August 2, 2023, for fiscal year 2022 and on August 7, 2023, for fiscal year 2021. **Ohio Rev. Code § 1724.05** requires the financial report or Alternate HINKLE System Financial Statement/Disclosure Report to be filled with the Auditor of State within one hundred twenty days after the close of the Corporation's fiscal year. Failing to file financial reports could result in a cancellation of the Corporation's articles of incorporation by the Secretary of State pursuant to **Ohio Rev. Code § 1724.06**. The Corporation should implement procedures to help ensure the report is filed by the required due date.
2. We inquired with Corporation's management and determined that the Corporation did not have a public records policy during the engagement period as required by **Ohio Rev. Code § 149.43(E)(2)**.

Because the Corporation did not have a public records policy during the engagement period, it therefore could not have displayed posters of said policy in all the branches of the Corporation as required by **Ohio Rev. Code § 149.43(E)(2)**. It could also not have provided a copy of the policy to the proper custodian or records manager as also required by **Ohio Rev. Code § 149.43(E)(2)**.

This could result in records requests not being fulfilled in accordance with Ohio law.

The Corporation shall establish a public records policy and may address the Corporation's available records, the times when public records may be inspected, and the costs associated with records requests. The policy shall be included in policy manuals that exist, and the Public Records Act requires that the policy be displayed conspicuously in all branches of the Corporation. In addition, the Corporation shall have written evidence that the Public Records Policy was provided to the records custodian/manager.

Furthermore, pursuant to **Ohio Rev. Code § 109.43(E)**, 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.

3. We noted the Corporation does not have an adopted records retention schedule. It therefore cannot have a copy of said schedule available to the public. **Ohio Rev. Code § 149.43(B)(2)** states, in part, a public office also "shall have available a copy of its current records retention schedule at a location readily available to the public." Failure to have and follow a records retention schedule could result in public records being disposed of prematurely. The Corporation should implement procedures to provide the appropriate schedule is approved to help avoid issues with public records requests.

The Ohio History Connection provides suggested records retention schedules to aid local governments in creating and adopting their own records retention schedule. Information regarding these model retention schedules is available at the following web address: <https://www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program/local-government-records-publications-amp-forms>.

4. We noted the Corporation filed an Alternate HINKLE System Financial Statement/Disclosure Report for the period February 2, 2021 to December 31, 2021. However, we noted the Corporation received \$13,202 on December 16, 2021. Based on the receipt of this revenue, the Corporation should not have stated there was no activity for 2021 and filed the Alternate HINKLE System Financial Statement/Disclosure Report. The Corporation should adopt policies and procedures to ensure accurate annual financial reports are completed and filed.



Keith Faber  
Auditor of State  
Columbus, Ohio

October 3, 2023

# OHIO AUDITOR OF STATE KEITH FABER



**WATERVILLE COMMUNITY IMPROVEMENT CORPORATION**

**LUCAS 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 10/17/2023**

88 East Broad Street, Columbus, Ohio 43215  
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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)