



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



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Community Improvement Corporation of Summit, Medina and Portage Counties
Summit County
388 S. Main St., Suite 205,
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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 Summit, Medina and Portage Counties, Summit County, (the Corporation) for the years ended December 31, 2019 and 2018.

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 December 31, 2019 and 2018.

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 Observation

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. 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. For purposes of this division, "commercial" shall be 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. Additionally Ohio Rev. Code § 149.43(E)(2) requires that the public office create and display a poster in its breach offices describing the public records policy, distribute their Public Records Policy to the employee who is the records custodian/manager of otherwise has custody of the records of that office, and, if the public office has a manual or handbook, include the public records policy in the manual or handbook.

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

Furthermore, 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, 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 does not have a public records retention schedule.

The Corporation should establish a public records retention schedule and located readily available to the public.

- 3 **Ohio Rev. Code § 1724.05** requires each community improvement corporation to file its financial report with the Auditor of State within 120 days following the last day of the corporation's fiscal year. The Auditor of State may extend the deadline for filing a financial report.

The Corporation filed their fiscal year 2019 and 2018 financial reports with the Auditor of State on August 12, 2020 and August 17, 2020, respectively; however, the fiscal year 2019 and 2018 financial reports were required to be filed with the Auditor of State on May 29, 2020 and April 30, 2019, respectively.

The Corporation should implement controls to ensure the timely filing of financial reports with the Auditor of State.

4 **Financial Statement Activity and Records Maintenance**

Due to significant changeover in personnel as well as relocation of the Corporation's offices during the audit period and because of its extremely limited activity, the Corporation did not use the computerized accounting system to record the financial activity of the Corporation during the audit period. Additionally, although subsequently obtained from the bank and provided for auditor review, supporting documentation for the certificate of deposit activity and balances could not be located. As a result, the following exceptions were noted within the 2019 financial statements:

- Certificates of Deposits were understated by \$1,000.
- Accounts Payable was overstated by \$1,019.
- Expenses were overstated by \$2,021.

The Corporation was able to provide revised financial statements correcting the above errors.

Utilizing their computerized accounting system, the Corporation should ensure that all financial activity is timely and accurately posted. Additionally, they should ensure supporting documentation for all transactions is properly maintained. This would help ensure more accurate financial reporting and allow for the Corporation's possible, continued eligibility for reduced Auditor of State audit procedures.

A handwritten signature in black ink, reading "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State

Columbus, Ohio

October 21, 2020

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OHIO AUDITOR OF STATE KEITH FABER



COMMUNITY IMPROVEMENT CORPORATION OF SUMMIT MEDINA AND PORTAGE COUNTIES

SUMMIT 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 11/5/2020

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