



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE

## KEITH FABER



65 East State Street  
Columbus, Ohio 43215  
[ContactUs@ohioauditor.gov](mailto:ContactUs@ohioauditor.gov)  
800-282-0370

### BASIC AUDIT REPORT

Ashtabula County Transportation Improvement District  
Ashtabula County  
35 West Jefferson Street  
Jefferson, Ohio 44047

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Ashtabula County Transportation Improvement District, Ashtabula County, (the District) for the years ended December 31, 2024 and 2023.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 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, 2024 and 2023.

The District's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 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. Ohio Rev. Code § 149.43(E)(2) states all public offices shall adopt a public records policy in compliance with this section for responding to public records requests. In adopting a public records policy under this division, a public office may obtain guidance from the model public records policy developed and provided to the public office by the attorney general under section 109.43 of the Revised Code. Except as otherwise provided in this section, the policy may not limit the number of public records that the public office will make available to a single person, may not limit the number of public records that it will make available during a fixed period of time, and may not establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours.

The public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy. The public office shall create a poster that describes its public records policy and shall post the poster in a conspicuous place in the public office and in all locations where the public office has branch offices. The public office may post its public records policy on the internet web site of the public office if the public office maintains an internet web site. A public office that has established a manual or handbook of its general policies and procedures for all employees of the public office shall include the public records policy of the public office in the manual or handbook.

The District has not adopted a public records policy. The District utilizes Ashtabula County's public records policy as a guide.

The District shall create a Public Records Policy and complete the aforementioned requirements.

2. Ohio Rev. Code § 149.43(B)(2) requires a public office also to have available a copy of its current records retention schedule at a location readily available to the public. The District does not have a current records retention schedule readily available to the public.

The District shall create a records retention schedule and make it readily available for the public to view.

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

1. Ohio Rev. Code § 1724.05 requires the District to file annual financial reports with the Auditor of State within 120 days of the fiscal year end. The District did not file its annual financial reports in a timely manner for the fiscal years ended December 31, 2022 and 2021. The District filed the report on March 6, 2023 and September 16, 2022, respectively, which is past the required due date. This matter was resolved for the fiscal years ended December 31, 2024 and 2023.
2. Ohio Rev. Code § 149.43(E)(2) states all public offices shall adopt a public records policy in compliance with this section for responding to public records requests. In adopting a public records policy under this division, a public office may obtain guidance from the model public records policy developed and provided to the public office by the attorney general under section 109.43 of the Revised Code. Except as otherwise provided in this section, the policy may not limit the number of public records that the public office will make available to a single person, may not limit the number of public records that it will make available during a fixed period of time, and may not establish a fixed period of time before it will respond to a request for inspection or copying of public records, unless that period is less than eight hours.

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The District shall create a Public Records Policy and complete the aforementioned requirements.

This matter was repeated for the fiscal years ended December 31, 2024 and 2023.

Ashtabula County Transportation Improvement District  
Ashtabula County  
Basic Audit Report  
Page 3

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This matter was repeated for the fiscal years ended December 31, 2024 and 2023.

KEITH FABER  
Ohio Auditor of State



Tiffany L Ridenbaugh, CPA, CFE, CGFM  
Chief Deputy Auditor

September 16, 2025

# OHIO AUDITOR OF STATE KEITH FABER



ASHTABULA COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

ASHTABULA 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 9/30/2025

65 East State 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)