



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

BASIC AUDIT REPORT

Russia Community Improvement Corporation
Shelby County
P.O. Box 305
Russia, Ohio 45365

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Russia Community Improvement Corporation, Shelby County, (the Corporation) 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 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, 2024 and 2023.

The Corporation'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 or accounting issues to report.

Current Year Observations

1. **Ohio Rev. Code § 1724.05** states, in part, that each community improvement corporation shall prepare an annual financial report that conforms to rules prescribed by the auditor of state pursuant to section 117.20 of the Revised Code, that is prepared according to generally accepted accounting principles, and that is certified by the board of directors of the corporation or its treasurer or other chief fiscal officer to the best knowledge and belief of those persons certifying the report. The financial report shall be filed with the auditor of state within one hundred twenty days following the last day of the corporation's fiscal year, unless the auditor of state extends that deadline. The auditor of state may establish terms and conditions for granting any extension of that deadline. The financial report shall be published on the corporation's web site, or if the corporation does not have a web site, on the web site of the county in which the corporation is located.

The Corporation's December 31, 2024 annual financial report due by April 30, 2025 was not filed with the Auditor of State until May 9, 2025. The Corporation's December 31, 2023 annual financial report due by April 29, 2024 was not filed with the Auditor of State until October 30, 2024.

Failure to file the annual financial report by the established deadline, without an extension, could result in the assessment of penalties against the Corporation.

The Corporation should implement procedures to verify its annual financial report is filed with the Auditor of State by the required deadline. If the Corporation is unable to meet the deadline, the Corporation should file an extension request through the Auditor of State.

Current Year Observations

2. We noted the public records custodian did not acknowledge receipt of the public records policy. **Ohio Rev. Code § 149.43(E)(2)** requires all public offices take certain actions with regard to their public records 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.

The Corporation provided evidence that a public records policy had been adopted; however, the Corporation was not able to provide evidence of acknowledgement of receipt by the records custodian/manager.


The Corporation should have the public records custodian/manager acknowledge receipt of the public records policy. The prior basic audit also reported this noncompliance issue.

3. The Corporation has been in operation since 1996 but has not obtained tax exempt status in regards to State and Federal taxation. The Corporation's Articles of Incorporation indicate the organization was established as a tax exempt organization, and the Corporation has operated in that manner from its inception. The prior basic audit also reported this issue.

Current Status of Matters Reported in our Prior Engagement

In addition to the noncompliance regarding acknowledgement of the public records policy by the records custodian and the failure to obtain tax exempt status as reported in Current Year Observations numbers 2 and 3 above, the prior basic audit engagement for the years ended December 31, 2022 and 2021 included noncompliance with **Ohio Rev. Code § 149.43(E)(2)** as the Corporation did not display its public records policy in a conspicuous place in the public office and **Ohio Rev. Code § 149.43(B)(2)** as the Corporation had not adopted a records retention schedule. These matters have been corrected for the years ended December 31, 2024 and 2023.

KEITH FABER
Ohio Auditor of State



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

August 28, 2025

OHIO AUDITOR OF STATE KEITH FABER



RUSSIA COMMUNITY IMPROVEMENT CORPORATION

SHELBY 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 9/11/2025

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