



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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## BASIC AUDIT REPORT

Tipp Improvement Corporation  
Miami County  
260 South Garber Drive  
Tipp City, Ohio 45371

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Tipp Improvement Corporation, Miami County, (the Corporation) for the fiscal years ended November 30, 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 November 30, 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. **Ohio Rev. Code § 149.43(E)(2)** states that "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."

**Current Year Observations (Continued)**

There was no evidence that a formal public records policy had been adopted by the Corporation.

The Corporation should adopt a public records policy and post it in accordance with the requirements shown above. The Corporation can refer to the model policy on the Attorney General's website.

2. **Ohio Rev. Code § 149.43(B)(2)** states, in part, that "a public office also shall have available a copy of its current records retention schedule at a location readily available to the public."

There was no evidence that a formal records retention schedule had been adopted by the Corporation. Failure to adopt a records retention schedule could lead to Corporation records being destroyed prior to what is allowable by law or against the Board's wishes.

The Corporation should adopt a formal records retention schedule/policy and make it available to the public.

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

Our prior basic audit for the fiscal years ended November 30, 2020 and 2019 identified that the Corporation had not adopted a public records policy nor adopted a records retention schedule. The Corporation did not establish a public records policy or a records retention schedule during the fiscal years ended November 30, 2022 and 2021. These have been included above as Current Year Observations Number 1 and 2.



Keith Faber  
Auditor of State  
Columbus, Ohio

August 7, 2023

# OHIO AUDITOR OF STATE KEITH FABER



**TIPP IMPROVEMENT CORPORATION**

**MIAMI 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 8/17/2023**

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