

**BOSTON TOWNSHIP-CITY OF CUYAHOGA FALLS
JOINT ECONOMIC DEVELOPMENT DISTRICT
SUMMIT COUNTY, OHIO**

**REPORT ON APPLYING
AGREED-UPON PROCEDURES**

**FOR THE YEAR ENDED
DECEMBER 31, 2016**

James G. Zupka, CPA, Inc.
Certified Public Accountants



Dave Yost • Auditor of State

Board of Directors
Boston Township –
City of Cuyahoga Falls Joint Economic Development District
2310 Second Street
Cuyahoga Falls, Ohio 44221-2583

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Boston Township – City of Cuyahoga Falls Joint Economic Development District, Summit County, prepared by James G. Zupka, CPA, Inc., for the period January 1, 2016 through December 31, 2016. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Boston Township – City of Cuyahoga Falls Joint Economic Development District is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 26, 2017

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**BOSTON TOWNSHIP-CITY OF CUYAHOGA FALLS
JOINT ECONOMIC DEVELOPMENT DISTRICT
SUMMIT COUNTY, OHIO
REPORT ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2016**

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Ohio Society of Certified Public Accountants

Boston Township – City of Cuyahoga Falls Joint Economic Development District
Summit County
2310 Second Street
Cuyahoga Falls, Ohio 44221-2583

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of Boston Township – City of Cuyahoga Falls Joint Economic Development District (the District) and the Auditor of State, on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the year ended December 31, 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the District. The District is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the year ended December 31, 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This report only describes exceptions exceeding \$10.

Cash and Investments

1. The City of Cuyahoga Falls is custodian for the District's deposits and investments, and therefore the City's deposit and investment pool holds the District's assets. We compared the District's fund balances reported on its December 31, 2016 General Ledger Transaction Detail to the balances reported in City of Cuyahoga Falls' accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the General Ledger Transaction Detail to the December 31, 2015 balances in the prior year audited statements. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the City of Cuyahoga Falls to the District during 2016 with the City. We found no exceptions.
 - a. We inspected the General Ledger Transaction Detail to determine whether these receipts were allocated to the proper fund(s). We found no exceptions.
 - b. We inspected the General Ledger Transaction Detail to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 6 of the Agreement, we inspected the General Ledger Transaction Detail for 2016 to determine whether they included all required receipts from the City of Cuyahoga Falls. There were no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and inspected the General Ledger Transaction Detail for evidence of debt issued during 2016 or debt payment activity during 2016. There were no new debt issuances or any debt payment activity during 2016.

Non-Payroll Cash Disbursements

1. From the General Ledger Transaction Detail, we noted that the income tax distributions to Boston Township and the City of Cuyahoga Falls were \$69,163 and \$106,677, respectively. Additionally, we noted these amounts were tested 100 percent and were found to be distributed in accordance with the JEDD agreement, with the exception of a \$2,933 overpayment made to the City of Cuyahoga Falls. The City will repay this amount in 2017.
2. We haphazardly selected ten disbursements from the General Ledger Transaction Detail for the year ended December 31, 2016 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the General Ledger Transaction Detail. We found the District overpaid the City of Cuyahoga Falls by \$2,933, which will be repaid by the City in 2017.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.

Compliance – Agreement

We confirmed JEDD income taxes collected were disbursed 40 percent to the Township and 60 percent to the City as required by section 11 of the JEDD Agreement. We found the District overpaid the City of Cuyahoga Falls by \$2,933, which will be repaid by the City in 2017.

Other Compliance

Ohio Revised Code Section 117.38 requires entities to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We confirmed the District filed their complete financial statements, in accordance with AOS Bulletin 2016-007 within the allotted timeframe for the year ended December 31, 2016. There were no exceptions.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is for the use of the District to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "James G. Zupka, CPA, Inc." The signature is written in a cursive, flowing style.

James G. Zupka, CPA, Inc.
Certified Public Accountants

June 23, 2017



Dave Yost • Auditor of State

**BOSTON TOWNSHIP – CITY OF CUYAHOGA FALLS JOINT ECONOMIC DEVELOPMENT DISTRICT
SUMMIT COUNTY**

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 8, 2017**