

REGULAR AUDIT

For the Years Ended December 31, 2016 and 2015 Fiscal Years Audited Under GAGAS: 2016 and 2015



Board of Trustees Eagle Township 10291 Malblanc Road Winchester, Ohio 45697

We have reviewed the *Independent Auditor's Report* of the Eagle Township, Brown County, prepared by BHM CPA Group, Inc., for the audit period January 1, 2015 through December 31, 2016. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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 Eagle Township is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

August 15, 2017



Table of Contents

<u>PAG</u>	<u>E</u>
ndependent Auditor's Report	1
In Fund Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balances – All Governmental Fund Types For the Year Ended December 31, 2016	3
ombined Statement of Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balances – Fiduciary Fund Type For the Year Ended December 31, 2016	4
ombined Statement of Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balances – All Governmental Fund Types For the Year Ended December 31, 2015	5
Iombined Statement of Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balances – Fiduciary Fund Type For the Year Ended December 31, 2015	5
otes to the Financial Statements	7
eport on Internal Control Over Financial Reporting and on Compliance and Other Matters equired by Government Auditing Standards	4





Independent Auditor's Report

Eagle Township Brown County 10291 Malblanc Road Winchester, Ohio 45697

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of Eagle Township, Brown County, (the Township) as of and for the years ended December 31, 2016 and 2015.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Board of Trustees Eagle Township Brown County Independent Auditor's Report Page 2

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the Opinion on Regulatory Basis of Accounting paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2016 and 2015, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Eagle Township, Brown County, as of December 31, 2016 and 2015, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 16, 2017, on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

BHM CPA Group Inc.

BHM CPA Group

Piketon, Ohio June 16, 2017

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2016

	Governmental Fund Types			_	_	
	<u>General</u>		Special Revenue		(Me	Totals emorandum Only)
Cash Receipts:						
Property Taxes	\$	45,222	\$	55,745	\$	100,967
Licenses, Permits and Fees		-		2,450		2,450
Intergovernmental		26,216		106,010		132,226
Earnings on Investments		58		78		136
Miscellaneous		1,375		88		1,463
Total Cash Receipts		72,871		164,371		237,242
Cash Disbursements:						
Current:						
General Government		56,938		4,050		60,988
Public Safety		212		43,268		43,480
Public Works		2,748		44,413		47,161
Health		10,005		-		10,005
Human Services		260				260
Total Cash Disbursements		70,163		91,731		161,894
Excess of Receipts Over/(Under) Disbursements		2,708		72,640		75,348
Fund Cash Balances, January 1		91,296		189,057		280,353
Fund Cash Balances, December 31						
Restricted		_		261,697		261,697
Unassigned		94,004				94,004
Fund Cash Balances, December 31	\$	94,004	\$	261,697	\$	355,701

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES FIDUCIARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2016

	Pı	rivate irpose Trust
Operating Cash Disbursements Purchased Services	\$	647
Total Operating Cash Disbursements		647
Operating (Loss)		(647)
Fund Cash Balances, January 1		1,000
Fund Cash Balances, December 31	\$	353

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2015

	Go	nd Types			
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)	
Cash Receipts:					
Property Taxes	\$ 37,967	\$ 54,968	\$ -	\$ 92,935	
Licenses, Permits and Fees		1,650	-	1,650	
Intergovernmental	29,259	106,867	-	136,126	
Earnings on Investments	60	59	-	119	
Miscellaneous	1,890	103	_ 	1,993	
Total Cash Receipts	69,176	163,647	<u> </u>	232,823	
Cash Disbursements:					
Current:					
General Government	53,506		-	56,688	
Public Safety		41,767	-	41,767	
Public Works	3,021	,	-	106,868	
Health	10,310		-	10,310	
Human Services	150			1,695	
Capital Outlay		6,477	5,695	12,172	
Total Cash Disbursements	66,987	156,818	5,695	229,500	
Excess of Receipts Over/(Under) Disbursements	2,189	6,829	(5,695)	3,323	
Other Financing Receipts/(Disbursements):					
Transfers In			5,695	5,695	
Transfers Out	(5,695	5)	<u> </u>	(5,695)	
Total Other Financing Receipts/(Disbursements)	(5,695	5)	5,695		
Net Change in Fund Cash Balances	(3,506	6,829	-	3,323	
Fund Cash Balances, January 1	94,802	182,228		277,030	
Fund Cash Balances, December 31					
Restricted		- 189,057	-	189,057	
Unassigned	91,296			91,296	
Fund Cash Balances, December 31	\$ 91,296	5 \$ 189,057	\$ -	\$ 280,353	
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COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES FIDUCIARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2015

	Private Purpose Trust
Fund Cash Balances, January 1	\$ 1,000
Fund Cash Balances, December 31	\$ 1,000

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

1. Summary of Significant Accounting Policies

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Eagle Township, Brown County (the Township), as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides general government services, road maintenance, and cemetery maintenance. The Township contracts with the Westminster Fire Department and the Harrod Fire Department to provide fire services and the Harrod Rescue Squad to provide ambulance services. The Township contracts with the Township of Sardinia and the Winchester Community Fire District to provide fire protection services. The Township also provides emergency medical services for its residents through the Adams County EMS and Sardinia Life Squad.

The Township participates in one jointly governed organizations and a public entity risk pool Notes 7 and 8 to the financial statements provide additional information for these entities. These organizations are:

Public Entity Risk Pool:

• Ohio Township Association Risk Management Authority (OTARMA) – Provides the Township with property and casualty coverage.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

B. Accounting Basis

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Codes Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

C. Deposits and Investments

The Township deposits all available funds in an interest earning checking account at a local commercial bank.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

1. Summary of Significant Accounting Policies (Continued)

D. Fund Accounting

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

<u>Gasoline Tax Fund</u> – This fund receives gasoline tax money for constructing, maintaining and repairing Township roads.

<u>Fire Levy</u> - This fund receives property tax money to pay for fire and emergency medical services.

3. Capital Projects Fund

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant Capital Projects Fund:

<u>Miscellaneous Capital Project Fund</u> – This fund was established for the purpose of purchasing capital asset items.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

1. Summary of Significant Accounting Policies (Continued)

D. Fund Accounting (continued)

4. Private Purpose Trust Fund

These funds account for assets held under a trust agreement that only allows the earnings on other individuals and not the Townships own programs. The Township had the following significant Private Purpose Trust Fund:

<u>Private Purpose Trust Fund</u> – This fund was established to care for a cemetery for a family.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

2. Estimated Resources

Estimated Resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled.

A summary of 2016 and 2015 budgetary activity appears in Note 3.

F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

1. Summary of Significant Accounting Policies (Continued)

F. Fund Balance (continued)

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant and Equipment

The Township records disbursements for acquisition of property, plant and equipment when paid. The accompanying financial statements do not report these items as assets.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

2. Equity in Pooled Cash

The Township maintains a cash pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash deposits at December 31 was as follows:

	2016	2015
Demand Deposits	\$ 356,054	\$ 281,353

Deposits: Deposits are insured by the Federal Depository Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

3. Budgetary Activity

Budgetary activity for the year ending December 31, 2016 and 2015 as follows:

2016 Budgeted vs. Actual Receipts

	В	udgeted		Actual		
Fund Type	F	Receipts	F	Receipts	V	ariance
General	\$	69,000	\$	72,871	\$	3,871
Special Revenue		162,050		164,371		2,321
Total	\$	231,050	\$	237,242	\$	6,192

2016 Budgeted vs. Actual Budgetary Basis Expenditures

	App	propriation	В	udgetary	
Fund Type	A	uthority	Exp	penditures	 /ariance
General	\$	160,013	\$	70,163	\$ 89,850
Special Revenue		351,094		91,731	259,363
Fiduciary		1,000		647	 353
Total	\$	512,107	\$	162,541	\$ 349,566

2015 Budgeted vs. Actual Receipts

	В	udgeted		Actual		_
Fund Type	R	Leceipts	F	Receipts	V	ariance
General	\$	66,550	\$	69,176	\$	2,626
Special Revenue		162,600		163,647		1,047
Capital Projects		5,695		5,695		
Total	\$	234,845	\$	238,518	\$	3,673

2015 Budgeted vs. Actual Budgetary Basis Expenditures

	App	propriation	В	udgetary		
Fund Type	A	uthority	Exp	penditures	Ţ	/ariance
General	\$	146,610	\$	72,682	\$	73,928
Special Revenue		344,827		156,818		188,009
Capital Projects		5,695		5,695		-
Total	\$	497,132	\$	235,195	\$	261,937

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

4. Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If property owner elects to pay semiannually, the first half is due December 31. The second half payment is due to the following June 20.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

5. Retirement Systems

Employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2016 and 2015, OPERS members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of the participants' gross salaries. The Township has paid all contributions required through December 31, 2016.

6. Risk Management

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) (York or Management), functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty and Property Coverage

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2016, OTARMA retained \$350,000 for casualty claims and \$250,000 for property claims.

The aforementioned casualty and property reinsurance agreement does not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2016 AND 2015

6. Risk Management (Continued)

Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2016 and 2015.

	<u>2016</u>	<u>2015</u>
Assets	\$ 38,473,283	\$ 37,313,311
Liabilities	8,244,140	8,418,518
Net Position	\$ 30,229,143	\$ 28,894,793

At December 31, 2016 the liabilities above include approximately \$7.4 million of estimated incurred claims payable. The assets above also include approximately \$6.9 million of unpaid claims to be billed to approximately 1,010 member governments in the future, as of December 31, 2016. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2016, the Township's share of these unpaid claims collectible in future years is approximately \$1,000.

Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

Township Contributions to OTARMA

2016	\$2,872
2015	2,872

After one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA, if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.





Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Eagle Township Brown County 10291 Malblanc Road Winchester, Ohio 45697

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of cash balances, receipts, and disbursements by fund type of Eagle Township, Brown County, (the Township) as of and for the years ended December 31, 2016 and 2015, and the related notes to the financial statements and have issued our report thereon dated June 16, 2017 wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A material weakness is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Board of Trustees
Eagle Township
Brown County
Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Required by *Government Auditing Standards*Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BHM CPA Group Inc.

BHM CPA Group

Piketon, Ohio June 16, 2017



EAGLE TOWNSHIP

BROWN 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED AUGUST 29, 2017