

***BOSTON TOWNSHIP – VILLAGE OF PENINSULA
JOINT ECONOMIC DEVELOPMENT DISTRICT***

SUMMIT COUNTY

AGREED UPON PROCEDURES

For the Years Ended December 31, 2017 and 2016





Dave Yost • Auditor of State

Board of Directors
Boston Township-Village of Peninsula
Joint Economic Development District
1582 Main Street
Peninsula, Ohio 44264

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Boston Township-Village of Peninsula Joint Economic Development District, Summit County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2016 through December 31, 2017. 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-Village of Peninsula 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

September 13, 2018

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Boston Township – Village of Peninsula
Joint Economic Development District
Summit County
For the years ended December 31, 2017 and 2016

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Charles E. Harris & Associates, Inc.
Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Boston Township-Village of Peninsula Joint Economic Development District
Summit County
1582 Main Street
Peninsula, Ohio 44264

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of Boston Township – Village of Peninsula 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 years ended December 31, 2017 and 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 years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. 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

1. The Village of Peninsula (the Village) is custodian for the District's deposits, and therefore the Village's deposit pool holds the District's assets. We compared the District's fund balance reported on its December 31, 2017 Fund Status Report to the balance reported in Village's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Cash Summary Fund Report to the December 31, 2015 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Cash Summary Report to the December 31, 2016 balances in the Cash Summary Report. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from RITA to the District during 2017 and 2016, with the Village. We found no exceptions.
 - a. We inspected the Monthly Receipt Report to determine whether these receipts were allocated to the proper fund. We determined the Village improperly recorded all JEDD activity within the General fund as opposed to the Agency fund where the Village's portion is subsequently disbursed and reported in the General fund as intergovernmental revenue and the Township's portion is disbursed directly from the Agency fund.
 - b. We inspected the Monthly Receipt Report to determine the receipts were recorded in the proper year. We found no exceptions.

Income Taxes (continued)

2. As required by Section 715.71(G) of the Bylaws, we inspected the Receipt Register Report for 2017 and 2016 to determine whether each year included all 12 monthly receipts from the Regional Income Tax Agency. 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 Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. We noted no new debt issuances, nor any debt payment activity during 2017 or 2016.

Non-Payroll Cash Disbursements

1. We haphazardly selected all twelve disbursements from the Payment Register Detail Report for the year ended December 31, 2017 and all twelve from 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 Payment Register Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We determined all payments had been posted to the Village's General fund. The Village should be using an Agency fund to account for all JEDD transactions with the Village and Township portion to be disbursed from the Agency fund to the Village's General fund and to the Township, respectively.

Compliance – Bylaws


We confirmed JEDD income taxes collected were disbursed 70% to Boston Township and 30% to the Village of Peninsula as required by section 715.71(G) of the JEDD by-laws. We found no exceptions.

Other Compliance

Ohio Rev. Code Section 117.38 requires districts to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. The Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the District's deadline where the initial filing was filed on time but incomplete. We confirmed the District filed their complete financial statements, as defined by AOS Bulletin 2015-007 and the Auditor of State established policy within the allotted timeframe for the year ended December 31, 2017 in the Hinkle system. Financial information for the year ended December 31, 2016 was filed on July 25, 2017 which was not within the allotted timeframe.

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 JEDD'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 to provide assistance in it's the evaluation of the District's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Charles E. Harris & Associates, Inc.
July 18, 2018

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Dave Yost • Auditor of State

**BOSTON TOWNSHIP – VILLAGE OF PENINSULA 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
SEPTEMBER 25, 2018**