



OHIO AUDITOR OF STATE
KEITH FABER



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Corporate Centre of Blue Ash
11117 Kenwood Road
Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

West Chester Township JEDD-1 Joint Economic Development District
Butler County
5350 Pleasant Avenue
Fairfield, Ohio 45014

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the West Chester Township Joint Economic Development District (the JEDD), on the receipts, disbursements and balances recorded in the JEDD's cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the JEDD. The JEDD is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to these transactions and balances included in the information provided to us by the JEDD. 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 City of Fairfield is custodian for the JEDD's deposits and therefore, Fairfield's deposit and investment pool holds the JEDD's assets. We confirmed the JEDD's fund balances reported on its December 31, 2018 accounting records. The amounts agreed.
2. We agreed the January 1, 2017 beginning fund balances recorded in the Activity Reconciliation to the December 31, 2016 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2018 beginning fund balances recorded in the Activity Reconciliation to the December 31, 2017 Statement of Activities. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the City of Fairfield to the JEDD during 2018 and 2017, with the City. We found no exceptions.
 - a. We inspected the Tax Status Report to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 7 of the Contract, we inspected the Revenue Report for 2018 and 2017 to determine whether each year included the required annual contribution receipt from the City of Fairfield. There were no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2016.

2. We inquired of management, and inspected the Tax Status Reports for evidence of debt issued during 2018 or 2017 or debt payment activity during 2018 or 2017. We noted no new debt issuances, nor any debt payment activity during 2018 or 2017.

Non-Payroll Cash Disbursements

1. We selected a sample (agreed upon) of 10 disbursements from the expense ledger for the year ended December 31, 2018 and 10 from the year ended 2017 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 expense ledger 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 found no exceptions.

Compliance – Bylaws

1. We confirmed JEDD income taxes collected were disbursed 83% to West Chester Township, 7% to the City of Springdale, and 10% to the City of Fairfield as required by section 10(e) of the JEDD contract. We found no exceptions.
2. We confirmed the amount paid to the City of Fairfield for service fees (administrative fee) for the collection and remittance of income taxes did not exceed 5% for the years ended December 31, 2018 and 2017. We found no exceptions.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires cash basis entities 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 regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the JEDD filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy but not within the allotted timeframe for the years ended December 31, 2018 and 2017 in the Hinkle system. The financial information for 2017 and 2018 was not filed in the Hinkle system until April 9, 2018 and April 29, 2019, respectively.

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.

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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, 2018 and 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

August 26, 2019

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WEST CHESTER TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT-1

BUTLER 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 10, 2019**