



Dave Yost • Auditor of State





# Dave Yost • Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Green Township – City of Cheviot Joint Economic Development District III (Mercy West)  
Hamilton County  
3814 Harrison Avenue  
Cheviot, Ohio 45211

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Green Township – City of Cheviot Joint Economic Development District III – Mercy West, Hamilton County, Ohio (the District), on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the years ended December 31, 2016 and 2015 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, 2016 and 2015 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 City of Cheviot is custodian for the District's deposits. We compared the District's fund balance reported on its December 31, 2016 Trial Balance to the balance reported in its December 31, 2016 annual report filed with the Auditor of State Hinkle System. The amounts agreed.
2. We agreed the January 1, 2015 beginning fund balances recorded in the annual report to the December 31, 2014 bank balance. We found no exceptions. We also agreed the January 1, 2016 beginning fund balance recorded in the annual report to the December 31, 2015 balance in the annual report. We found no exceptions.

### Income Taxes

1. We confirmed the income tax amounts paid from the City of Cheviot to the District during 2016 and 2015 with the City. We found no exceptions.
  - a. We inspected the Posting Journal to determine whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We inspected the Posting Journal to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 19 of the District contract, we inspected the Posting Journal for 2016 and 2015 to determine whether each year included all monthly receipts from the City of Cheviot. There were no exceptions.

Corporate Centre of Blue Ash, 11117 Kenwood Road, Blue Ash, Ohio 45242

Phone: 513-361-8550 or 800-368-7419 Fax: 513-361-8577

[www.ohioauditor.gov](http://www.ohioauditor.gov)

**Debt**

1. The prior entity documentation disclosed no debt outstanding as of December 31, 2014.
2. We inquired of management, and inspected the financial statements and bank statements for evidence of debt issued during 2016 and 2015 or debt payment activity during 2016 or 2015. There were no new debt issuances, nor any debt payment activity during 2016 or 2015.

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the check register for the year ended December 31, 2016 and ten from the year ended December 31, 2015 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 check register and to the names and amounts on the supporting invoices. We found no exceptions. 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.
  - 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 District income taxes collected were disbursed 90% to the Township and 10% to the City as required by section 19 of the District's contract, except that the Township was under distributed by \$19,076 for the second quarter of 2016. The District should have remitted \$341,197 to the Township but remitted only \$322,121 due to a spreadsheet formula error. The District made a correction distribution to the Township for \$19,076 on October 3, 2017.
2. Section 17 of the District contract provides that all receipts shall be deposited into a separate District account that shall not be comingled with revenue from other sources. We found no exceptions.

**Other Compliance**

Ohio Rev. Code § 117.38 requires entities to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. Financial information for 2015 and 2016 was filed in the HINKLE system on July 28, 2017 and July 14, 2017, respectively, 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 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.

Green Township – City of Cheviot Joint Economic Development District III (Mercy West)  
Hamilton County  
Independent Accountants' Report on  
Applying Agreed-Upon Procedures  
Page 3

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 2015, 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 "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State

Columbus, Ohio

October 12, 2017

**This page intentionally left blank.**



# Dave Yost • Auditor of State

**GREEN TOWNSHIP – CITY OF CHEVIOT JEDD III – MERCY WEST  
HAMILTON 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  
NOVEMBER 9, 2017**