



**AUSTIN CENTER JOINT ECONOMIC DEVELOPMENT DISTRICT  
MONTGOMERY COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**



**Dave Yost • Auditor of State**





# Dave Yost • Auditor of State

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

Austin Center Joint Economic Development District  
Montgomery County  
2700 Lyons Road  
Miamisburg, Ohio 45342

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Austin Center Joint Economic Development District (the District), 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. We recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Year to Date Fund Report to the December 31, 2015 balances in the prior year 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 Year to Date Fund Report to the December 31, 2016 balances in the Year to Date Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Year to Date Fund Report. The amounts agreed.
4. We confirmed the December 31, 2017 bank account balance with the District's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.
5. We selected the one reconciling debit (such as outstanding checks) from the December 31, 2017 bank reconciliation:
  - a. We traced the debit to the subsequent January bank statement. We found no exceptions.
  - b. We traced the amount and date to the Detail Revenue Transaction by Fund Report, to determine the debit was dated prior to December 31. There were no exceptions.

### **Income Taxes**

1. We confirmed the income tax amounts paid from the City of Miamisburg to the District during 2017 and 2016, with the City. We found no exceptions.
  - a. We inspected the Detail Revenue Transactions by Fund Report to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 11 of the Austin Center Joint Economic Development District Contract between Miami Township, City of Miamisburg, City of Springboro, and Montgomery County, we inspected the Detail Revenue Transactions by Fund Report for 2017 and 2016 to determine whether each year included all twelve monthly receipts from the City of Miamisburg. We found no exceptions.

### **Over-The-Counter Cash Receipts**

We haphazardly selected 10 over-the-counter cash receipts from the year ended December 31, 2017 and 10 over-the-counter cash receipts from the year ended 2016 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Detail Revenue Transactions by Fund Report. The amounts agreed.
- b. Agreed the amount charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Detail Revenue Transactions by Fund Report to determine the receipt was recorded in the proper year. We found 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 Detail Revenue Transactions by Fund Report and Detailed Expense Transactions by Fund Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. All debt agreed to the summary we used in procedure 3.
3. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the General Fund per the Detail Revenue Transactions by Fund Report. The amounts agreed.
4. For new debt issued during 2017, we inspected the debt legislation, which stated the District must use the proceeds to perform enhancements at the Austin Center Interchange including irrigation, hardscape, softscape and drainage. We inspected the Invoice Disbursement Request submitted to the Ohio Department of Transportation, check images, accounts payable vouchers, and Application and Certificate for Payment from contractors for construction of Austin Enhancement Phase II project started in June 2017. No exceptions were noted.

### **Non-Payroll Cash Disbursements**

We haphazardly selected ten disbursements from the Detail Expense Transactions by Fund Report for the year ended December 31, 2017 and ten from the year ended 2016 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.

**Non-Payroll Cash Disbursements (Continued)**

- 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 Detail Expense Transactions by Fund Report and to the names and amounts on the supporting invoices. We found no exceptions.

**Compliance – Bylaws**

We confirmed JEDD Local Jurisdictions' Distributions were disbursed 57.166% to Miami Township, 22.267% to the City of Miamisburg and 20.567% to the City of Springboro as required by Section 1, Part HH and Section 10, Part I(3) of the Austin Center Joint Economic Development District Contract. 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. 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 Auditor of State established policy within the allotted timeframe for the years ended December 31, 2017 and 2016 in the Hinkle system. 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 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.



**Dave Yost**  
Auditor of State  
Columbus, Ohio

May 14, 2018

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# Dave Yost • Auditor of State

**AUSTIN CENTER JOINT ECONOMIC DEVELOPMENT DISTRICT**

**MONTGOMERY 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  
MAY 29, 2018**