

The background features a large, light gray watermark of the Seal of the Auditor of State of Ohio. The seal is circular and contains a landscape scene with a sun rising over hills and a field of crops. The text "THE SEAL OF THE AUDITOR OF STATE OF OHIO" is written around the perimeter of the seal.

**CITY OF CIRCLEVILLE - PICKAWAY TOWNSHIP JOINT ECONOMIC DEVELOPMENT  
DISTRICT  
PICKAWAY COUNTY  
AGREED-UPON PROCEDURES  
FOR THE YEARS ENDED DECEMBER 31, 2018-2017**



**Dave Yost • Auditor of State**



# OHIO AUDITOR OF STATE KEITH FABER



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

City of Circleville – Pickaway Township  
Joint Economic Development District  
Pickaway County  
133 S. Court Street  
Circleville, Ohio 43113

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of City of Circleville – Pickaway Township 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, 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 District. The District 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 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 and Investments

1. City of Circleville is custodian for the District's deposits, and therefore the City's deposit and investment pool holds the District's assets. We confirmed the District's fund balances reported on its December 31, 2018 Combined Statements of Receipts, Disbursements, and Changes in Fund Balances – All Governmental Fund Types to the balances reported in City of Circleville's accounting records. The amounts agreed.
2. We agreed the January 1, 2018 beginning fund balances recorded in the Combined Statements of Receipts, Disbursements, and Changes in Fund Balances – All Governmental Fund Types to the December 31, 2017 balances in the Combined Statements of Receipts, Disbursements, and Changes in Fund Balances – All Governmental Fund Types. We found no exceptions.

### Income Taxes

- 1) We obtained and inspected the amendment to the District contract, noting the City is the Income Tax Administrator for the District and is required to record the Township's portion of the income taxes collected in the District agency fund and the City's portion of the income taxes collected into the City's general fund. We found no exceptions.

### **Income Taxes (Continued)**

- 2) We inspected the testing of District income tax collections made by RITA as performed during the City's 2018 audit to determine the completeness of total District collections. No exceptions were noted during that testing.
- 3) We inspected the City's recording of District income tax collections made by RITA as performed during the City's 2018 audit to determine if:
  - a. These receipts were properly allocated by the City to the City's general and District agency funds. No exceptions noted.
  - b. The receipts were recorded in the proper year. No exceptions noted.
- 4) We agreed the total amount of District income tax collections to the tax revenue amount reported on the District financial statements as submitted in the Hinkle system. The amounts agreed.
- 5) As required by Section 10 of the Agreement, we inspected the City's Detail Revenue Transactions report for the District agency fund for 2018 and 2017 to confirm it included all required receipts from the City for subsequent disbursement to the Township. We found no exceptions.

### **Debt**

1. We inquired of management, and inspected the Audit Trail by Account Revenues and Audit Trail by Account Expenses 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 haphazardly selected ten disbursements from the Audit Trail by Account Expenses for the year ended December 31, 2018 and ten 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 Audit Trail by Account Expenses 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**

We confirmed District income taxes collected were disbursed 8% to the Township and 7% to the City as required by section 10 of the District 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. 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 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, 2018 and 2017 in the Hinkle system. Financial information for the year ended December 31, 2017 was filed on March 5, 2018 which was not within the allotted timeframe. There were no exceptions with the December 31, 2018 filing.

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.

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

May 1, 2019

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# OHIO AUDITOR OF STATE KEITH FABER



**CITY OF CIRCLEVILLE – PICKAWAY TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT**

**PICKAWAY 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 16, 2019**