



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Liberty Township Joint Economic Development District
Butler County
7162 Liberty Centre Dr., Ste A
Liberty Township, OH 45069

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Liberty 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, 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 Middletown 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, 2016 Fund Balance Report to the balances reported in City of Middletown's accounting records. The amounts agreed.
2. We agreed the January 1, 2015 beginning fund balances recorded in the Fund Balance Report to the December 31, 2014 balances in the prior year statements. We found no exceptions. We also agreed the January 1, 2016 beginning fund balances recorded in the Fund Balance Report to the December 31, 2015 balances in the Fund Balance Report. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the City of Middletown to the District during 2016 and 2015, with the City. We found no exceptions.
 - a. We inspected the cash receipts ledger to determine whether these receipts were recorded in the proper year. We found no exceptions.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Expense Detail Report for the year ended December 31, 2016 and ten from the year ended 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 Expense 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 found no exceptions.

Compliance – Bylaws/Contract

1. We recalculated the amount paid to the City of Middletown for service fees for the collection and remittance of income taxes to ensure it did not exceed 5% for the year ended December 31, 2016 or for the year ended December 31, 2015. We found no exceptions.
2. We confirmed the District's income taxes collected were disbursed 83% to Liberty Township, 15% to City of Mason, and 2% to the City of Middletown as required by item 19 of the Liberty Township Joint Economic Development District 1 Contract. We found no exceptions.

Other Compliance

Ohio Rev. Code Section 117.38 requires entities to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We confirmed the District filed their complete financial statements, in accordance with AOS Bulletin 2015-007 within the allotted timeframe for the years ended December 31, 2016 and 2015. The financial information was filed on October 14, 2016 which was not within the allotted timeframe. The District was not added to the Auditor of State system to be able to file on the HINKLE system until July 28, 2016.

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 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.



Dave Yost
Auditor of State

Columbus, Ohio

August 14, 2017



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LIBERTY TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT

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 7, 2017**