

**Sycamore Township – City of Madeira  
Kenwood Central  
Joint Economic Development Zone  
Hamilton County**

**Agreed-Upon Procedures**

**For the Years Ended December 31, 2015-2014**





# Dave Yost • Auditor of State

Board of Directors  
Sycamore Township – City of Madeira  
Kenwood Central Joint Economic Development Zone  
7141 Miami Avenue  
Madeira, OH 45243

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Sycamore Township – City of Madeira Kenwood Central Joint Economic Development Zone, Hamilton County, prepared by Plattenburg & Associates, Inc., for the period January 1, 2014 through December 31, 2015. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Sycamore Township – City of Madeira Kenwood Central Joint Economic Development Zone is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

February 3, 2017

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

Sycamore Township – City of Madeira Kenwood Central Joint Economic Development Zone  
Hamilton County  
7141 Miami Avenue  
Madeira, OH 45243

We have performed the procedures enumerated below, with which the Board of Directors and the management of Sycamore Township – City of Madeira Kenwood Central Joint Economic Development Zone (the JEDZ) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2015 and 2014, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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 tested the mathematical accuracy of the December 31, 2015 and December 31, 2014 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2014 beginning fund balances recorded in the Fund Accounting Spreadsheet to the December 31, 2013 balance. We found no exceptions. We also agreed the January 1, 2015 beginning fund balances recorded in the Fund Accounting Spreadsheet to the December 31, 2014 balances in the Fund Accounting Spreadsheet. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2015 and 2014 fund cash balances reported in the Fund Accounting Spreadsheet. The amounts agreed.
4. We confirmed the December 31, 2015 bank account balances with the JEDZ's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2015 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) from the December 31, 2015 bank reconciliation:
  - a. We attempted to trace the two debits to the subsequent January through December bank statements. We noted both debits remained outstanding.
  - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. We noted no exceptions.
6. We tested interbank account transfers occurring in December of 2015 and 2014 to determine if they were properly recorded in the accounting records and on each bank statement. We found no exceptions.

## Income Taxes

1. We confirmed the income tax amounts paid from the City of Madeira to the JEDZ during 2015 and 2014, with the City. We found no exceptions.
  - a. We determined whether the receipts were recorded in the proper year. We found no exceptions.
2. As required by the JEDZ – Central Contract, we scanned the Check Register for 2015 and 2014 to determine whether each year included all monthly receipts from the City of Madeira. We noted no exceptions.

## Non-Payroll Cash Disbursements

1. From the Check Register, we re-footed checks recorded as Refund disbursements in 2015 and 2014. We found no exceptions.
2. We haphazardly selected ten disbursements from the Check Register for the year ended December 31, 2015 and ten from the year ended 2014 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, and amount recorded in the Check Register 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 – JEDZ Contract

1. We confirmed the JEDZ did not distribute more than 2% of the gross revenues to the City for services the City provided to the Board as outlined in the JEDZ Contract. The amounts agreed.

## Other Compliance

Ohio Rev. Code Section 117.38 requires entities to file their financial information in the HINKLE system formerly known as the Annual Financial Data Reporting System (AFDRS) within 60 days after the close of the fiscal year. We reviewed AFDRS to verify the Entity filed their financial information within the allotted timeframe for the years ended December 31, 2015 and 2014. Financial information for the years ended December 31, 2015 and 2014 was filed on October 25, 2016 which was not within the allotted timeframe.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the JEDZ's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management, Board of Directors, the Auditor of State, and others within the JEDZ, and is not intended to be, and should not be used by anyone other than these specified parties.

*Plattenburg & Associates, Inc.*

Plattenburg & Associates, Inc.  
Cincinnati, Ohio  
January 31, 2017



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# Dave Yost • Auditor of State

**SYCAMORE TOWNSHIP JEDZ KENWOOD – CENTRAL JEDZ  
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  
FEBRUARY 16, 2017**