



OHIO AUDITOR OF STATE
KEITH FABER





INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Springfield Township Joint Economic Development Zone
Hamilton County
7700 Perry Street
Mount Healthy, Ohio 45231

We have performed the procedures enumerated below on the Springfield Township Joint Economic Development Zone's (the Zone) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Zone. The Zone is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Zone.

The Board of Trustees and the management of the Zone have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Zone's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash

1. We recalculated the December 31, 2022 and December 31, 2021 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2021 beginning fund balance recorded in the 2021 Account Tracking spreadsheet to the December 31, 2020 balance on the prior year bank statement. We found no exceptions. We also agreed the January 1, 2022 beginning fund balance recorded in the 2022 financial statements to the December 31, 2021 balance in the 2021 Account Tracking spreadsheet. We found no exceptions.
3. We agreed the 2022 and 2021 bank reconciliation as of December 31, 2022 and 2021 to the Account Tracking spreadsheet and to the financial statements filed by the Zone in the HINKLE system. The amounts agreed.

4. We confirmed the December 31, 2022 bank account balance with the Ohio Pooled Collateral System. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2022 bank reconciliation without exception.

Income Taxes

1. We confirmed the income tax amounts paid from the Regional Income Tax Agency to the Zone during 2022 and 2021, to the JEDZ Allocation Reconciliation spreadsheet. We found no exceptions.
 - a. We inspected the Treasurer's Log tabs of the JEDZ Account Tracking spreadsheet to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 4.5 of the Zone's Contract, we inspected the Treasurer's Log tabs of the JEDZ Account Tracking spreadsheet for 2022 and 2021 to determine whether each year included all twelve monthly receipts from the Regional Income Tax Agency. We found no exceptions.

Debt

1. The prior agreed upon procedures documentation disclosed no debt outstanding as of December 31, 2020.
2. We inquired of management and inspected the Account Tracking spreadsheet for evidence of debt issued during the year 2022 or the year 2021 or debt payment activity during the years 2022 or 2021. There were no new debt issuances, nor any debt payment activity during the years 2022 or 2021.

Non-Payroll Cash Disbursements

1. The Zone did not prepare a formal check register or disbursement ledger. Using the bank statements, we prepared a list of checks written for 2022 and traced the total recorded as *Income Tax Disbursements, Springfield Township* in the General Fund to the financial statements for 2022.

When designing the public office's system of internal control and the specific control activities, management should consider ensuring that all transactions are properly substantiated in the accounting records. The Zone should prepare a detailed check register for each transaction including the disbursement date, amount, description, payee, and check number.

2. We selected 10 disbursements from the bank statements for the year ended December 31, 2022 and the 10 disbursements from the year ended 2021 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. For disbursements issued by check, 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 JEDZ Allocation Reconciliation. For disbursements issued electronically, the date, payee name and amount recorded on the bank statement agreed to the date, payee name and amount recorded in the JEDZ Allocation Reconciliation. 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 Zone income taxes collected were disbursed 85% to the Township and 15% to the City as required by section 4.5 of the Zone's Contract for the first \$1.5 million Gross. We confirmed Zone income taxes collected were disbursed 90% to the Township and 10% to the City as required by section 4.5 of the Zone's Contract for the Annual Gross Tax Revenue that exceeds \$1.5 million. We found no exceptions.

Sunshine Law Compliance

1. We inquired with Zone management and determined that the Zone did not have a public records policy during the engagement period as required by Ohio Rev. Code § 149.43(E)(2).
2. We inquired with Zone management and determined that the Zone did not have any completed public records requests during the engagement period.
3. We inquired with Zone management and determined that the Zone did not have a records retention schedule during the engagement period and therefore could not make it readily available to the public as required by Ohio Rev. Code § 149.43(B)(2).
4. We inquired with Zone management and determined that the Zone did not have a public records policy during the engagement period therefore could not provide it to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2).
5. We inquired with Zone management and determined that the Zone did not have a public records policy during the engagement period therefore it could not be included in a policy manual as required by Ohio Rev. Code § 149.43(E)(2).
6. We inquired with District management and determined that the District did not have a public records policy during the engagement period therefore it could not be displayed in all the branches of the District as required by Ohio Rev. Code § 149.43(E)(2).
7. We inquired with Zone management and determined that the Zone did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Zone management and determined that the Zone did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. We inspected the public notices for the public meetings held during the engagement period and determined the Zone notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
 - a. Prepared – a file is created following the date of the meeting
 - b. Filed – placed with similar documents in an organized manner
 - c. Maintained - retained, at a minimum, for the engagement period
 - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
 - a. Executive sessions were only held at regular or special meetings.
 - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
 - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires Zones 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 Zone filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the year ended December 31, 2021 in the Hinkle system. Complete financial statements for the year ended December 31, 2022 were filed on April 19, 2023 which was not within the allotted timeframe.

We were engaged by the Zone to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Zone'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.

We are required to be independent of the Zone and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

February 1, 2024

OHIO AUDITOR OF STATE KEITH FABER



SPRINGFIELD TOWNSHIP JOINT ECONOMIC DEVELOPMENT ZONE I

HAMILTON COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 2/13/2024

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This report is a matter of public record and is available online at
www.ohioauditor.gov