



Dave Yost • Auditor of State

CONCORD TOWNSHIP - CITY OF PAINESVILLE JOINT ECONOMIC DEVELOPMENT DISTRICT
LAKE COUNTY

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Concord Township- City of Painesville
Joint Economic Development District
Lake County
7229 Ravenna Road
Concord Township, Ohio 44077

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Concord Township-City of Painesville Joint Economic Development District (the JEDD) 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, 2012 and 2011, 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, 2012 and December 31, 2011 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2011 beginning fund balances recorded in the Check Register to the December 31, 2010 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2012 beginning fund balances recorded in the Check Register to the December 31, 2011 balances in the Check Register. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2012 and 2011 fund cash balances reported in the Fund Balance Report. The amounts agreed.
4. We confirmed the December 31, 2012 bank account balance with the JEDD's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2012 bank reconciliation without exception.
5. We selected two outstanding checks from the December 31, 2012 bank reconciliation:
 - a. We traced each check to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the checks were dated prior to December 31. We noted no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the Central Collection Agency (CCA) to the JEDD during 2012 and 2011, with the CCA. We found no exceptions.
 - a. We determined whether the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 10 of the Bylaws, we scanned the Fund Balance Report for 2012 and 2011 to determine whether each year included all twelve monthly receipts from the City of Painesville. We noted no exceptions.

Non-Payroll Cash Disbursements

1. From the Check Register, we re-footed checks recorded as General Fund disbursements for *Travel and Meeting Expenses* for 2012. We found no exceptions.
2. We haphazardly selected ten disbursements from the Check Register for the year ended December 31, 2012 and ten from the year ended 2011 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 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.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the JEDD'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, those charged with governance and others within the JEDD, and is not intended to be, and should not be used by anyone other than these specified parties.



Dave Yost
Auditor of State

July 29, 2013



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**CONCORD TOWNSHIP- CITY OF PAINESVILLE JOINT ECONOMIC DEVELOPMENT DISTRICT
LAKE 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
AUGUST 13, 2013**