



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Twinsburg Township – Village of Reminderville Joint Economic Development District
Summit County
3382 Glenwood Blvd.
Reminderville, Ohio 44202

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Twinsburg Township – Village of Reminderville 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, 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 Village of Reminderville December 31, 2015 and December 31, 2014 bank reconciliations which includes the cash balances of the JEDD within the JEDD Income Tax Fund. We found no exceptions.
2. We agreed the January 1, 2014 beginning JEDD Income Tax Fund balance recorded in the Cash Summary by Fund Report to the December 31, 2013 Cash Summary by Fund Report. We found no exceptions. We also agreed the January 1, 2015 beginning JEDD Income Tax Fund balance recorded in the Cash Summary by Fund Report to the December 31, 2014 Cash Summary by Fund Report. We found no exceptions.
3. We agreed the totals per the Village of Reminderville's bank reconciliations to the totals of the December 31, 2015 and 2014 fund cash balances reported in the Fund Status Reports. The amounts agreed.
4. We observed the Village of Reminderville December 31, 2015 and December 31, 2014 bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2015 and December 31, 2014 bank reconciliations without exception.

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the Village of Reminderville's December 31, 2015 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - 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.

Income Taxes

1. We confirmed the income tax amounts paid from the Regional Income Tax Agency to the JEDD during 2015 and 2014. We found no exceptions.
 - a. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.
2. We scanned the Revenue Ledger for 2015 and 2014 to determine whether each year included all twelve monthly receipts from the Regional Income Tax Agency. We noted no exceptions.

Debt

1. The current year audit documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and scanned the Revenue Ledger and Payment Register Detail Report for evidence of debt issued during 2015 or 2014 or debt payment activity during 2015 or 2014. We noted no new debt issuances or any debt payment activity during 2015 or 2014.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Payment Register Detail Report 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. However, we noted one exception regarding an expenditure for a retirement party in the amount of \$3,832. We recommend the JEDD establish guidelines and definitions for the proper use of District Funds.
 - 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 Payment Register Detail Report and to the names and amounts on the supporting invoices. We found exceptions regarding the lack of adequate supporting documentation maintained for the monthly payments of JEDD administrative fees. We recommend the JEDD maintain detail documentation for all administrative expenditures.
 - 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 – JEDD Contract

We confirmed JEDD income tax collections were properly disbursed 70% to the Township and 30% to the Village as required by the Twinsburg Township-Village of Reminderville Joint Economic Development District contract. We found no exceptions.

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 JEDD filed their financial information within the allotted timeframe for the years ended December 31, 2015 and 2014. The JEDD's annual financial information for period's ending December 31, 2015 and 2014 were filed on 11/04/16 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 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.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looped "Y" and "O".

Dave Yost
Auditor of State

Columbus, Ohio

December 22, 2016

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**TWINSBURG TOWNSHIP – VILLAGE OF REMINDERVILLE JOINT ECONOMIC DEVELOPMENT
DISTRICT**

SUMMIT 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
DECEMBER 29, 2016**