



Dave Yost • Auditor of State





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

Butler Township– City of Vandalia Joint Economic Development District  
Montgomery County  
3510 Sudachi Dr.  
Dayton, Ohio 45414

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Butler Township– City of Vandalia Joint Economic Development District (the District), on the receipts, disbursements and balances recorded in the Districts 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. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2016 cash journal without exception.
2. We agreed the January 1, 2015 beginning fund balances recorded in the Cash Journal to the December 31, 2014 balances to the prior year documentation in the basic audit workpapers. We found no exceptions. We also agreed the January 1, 2016 beginning fund balances recorded in the Cash Journal to the December 31, 2015 balances in the Cash Journal. We found no exceptions.

### Income Taxes

1. We confirmed the income tax amounts paid from the City of Vandalia to the District during 2016 and 2015, with the City. We found no exceptions.
  - a. We inspected the cash journal to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Item 3 of the Collection Agreement as modified by resolution 3-2012, we inspected the Cash Journal for 2016 and 2015 to determine whether each year included all twelve monthly receipts from the City of Vandalia. There were no exceptions.

### **Debt**

1. The prior basic audit workpapers noted no debt outstanding as of December 31, 2014.
2. We inquired of management, and inspected the Cash Journal for evidence of debt issued during 2016 or 2015 or debt payment activity during 2016 or 2015. There are no new debt issuances or any debt payment activity during 2016 or 2015.

### **Non-Payroll Cash Disbursements**

1. From the Cash Journal, we re-footed all disbursements for 2016. We found no exceptions.
2. We selected all disbursements from the Cash Journal for the year ended December 31, 2016 and all from the year ended 2015 and determined whether:
  - a. The disbursements were for a proper public purpose. We found no exceptions.
  - b. The check date, payee name and amount recorded on the cashier's check agreed to the check date, payee name and amount recorded in the Cash Journal 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**

We confirmed the District's income taxes collected were disbursed 85% to the Township and 15% to the City as required by section 10F of the Butler Township – Vandalia Joint Economic Development Contract as amended by Section 2 of Resolution 2-2012. We found no exceptions.

### **Other Compliance**

Ohio Rev. Code Section 117.38 requires districts 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, in addition to filing extensions granted for extenuating circumstances, allow for re-filing complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the District's deadline where the initial filing was filed on time but incomplete. Financial information was filed on June 29, 2017 and March 25, 2016 which were not within the allotted timeframe. Additionally, the financial statements did not include the notes to the financial statements as required

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 Districts 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.

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This report is to provide assistance in it's the evaluation of the District's 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.

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

**Dave Yost**  
Auditor of State

Columbus, Ohio

October 12, 2017

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# Dave Yost • Auditor of State

**BUTLER TOWNSHIP – CITY OF VANDALIA JOINT ECONOMIC DEVELOPMENT DISTRICT  
MONTGOMERY 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  
NOVEMBER 14, 2017**