



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Sycamore Township Joint Economic Development Zone – Kenwood Southwest
Hamilton County
8540 Kenwood Road
Cincinnati, Ohio 45236

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Sycamore Township Joint Economic Development Zone – Kenwood Southwest (the JEDZ), on the receipts, disbursements and balances recorded in the JEDZ's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the JEDZ. The JEDZ is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the JEDZ. 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. The Village of Amberley is custodian for the JEDZ's deposits, and therefore the Village's deposit and investment pool holds the JEDZ's assets. We compared the JEDZ's fund balances reported on its December 31, 2017 & 2016 Fund Summary to the balances reported in the Village of Amberley's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Fund Summary to the December 31, 2015 balances in the prior year statements. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Fund Summary to the December 31, 2016 balances in the Fund Summary. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the Village of Amberley to the JEDZ during 2017 and 2016, with the Village. We found no exceptions.
 - a. We inspected the Fund Summary to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Fund Summary to determine the receipts were recorded in the proper year. We found no exceptions.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Appropriation Ledger for the year ended December 31, 2017 and ten from the year ended 2016 and determined whether:

Corporate Centre of Blue Ash, 11117 Kenwood Road, Blue Ash, Ohio 45242

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- 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 Appropriation Ledger 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 – Contract

We confirmed and recalculated that JEDZ income taxes collected were disbursed 90% to the Township and 10% to the Village as required by section 9(e) of the JEDZ Contract. We found no exceptions

Other Compliance

Ohio Rev. Code Section 117.38 requires JEDZs 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 refiling 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 JEDZ's deadline where the initial filing was filed on time but incomplete. We confirmed the JEDZ filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2017 and 2016 in the Hinkle system. There were no exceptions.

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 JEDZ'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.

This report is to provide assistance in it's the evaluation of the JEDZ's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State

Columbus, Ohio

June 20, 2018



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**SYCAMORE TOWNSHIP JEDZ KENWOOD – SOUTHWEST 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
JULY 10, 2018**