



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Zanesville-Washington Township Joint Economic Development District
Muskingum County
401 Market Street
Zanesville, Ohio 43701

We have performed the procedures enumerated below on the Zanesville-Washington Township Joint Economic Development District's, Muskingum County, Ohio (the District), receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2020 and 2019 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, 2020 and 2019 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District.

The Board of Trustees and the management of the District have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the District's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2020 and 2019, 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. The City of Zanesville is custodian for the District's deposits and, therefore the City's deposit and investment pool holds the District's assets. We compared the District's fund balances reported on its December 31, 2020 Statement of Receipts, Disbursements, and Change in the Fund Balance report file on the Hinkle System to the balances reported in City of Zanesville's accounting records. The amounts agreed.
2. We agreed the January 1, 2019 beginning fund balances for in the Statement of Receipts, Disbursements and Change in Fund Balance report filed on the Hinkle System to the December 31, 2018 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2020 beginning fund balances for each fund recorded in the Statement of Receipts, Disbursements and Change in Fund Balance report filed on the Hinkle System to the December 31, 2019 balances in the City's accounting records. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the City of Zanesville to the District during 2020 and 2019, with the City. We found no exceptions.
 - a. We inspected the Detailed Receipt Transactions to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Detailed Receipt Transactions to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 10 of the Amendment of the Zanesville-Washington Township Joint Economic Development District Contract, we inspected the Detailed Receipt Transactions for 2020 and 2019 to determine whether each year included all four quarterly receipts from the City of Zanesville. There were no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2018.
2. We inquired of management, and inspected the Detailed Receipt Transactions and Detailed Expense Transactions Report for evidence of debt issued during 2020 or 2019 or debt payment activity during 2020 or 2019. We noted no new debt issuances, nor any debt payment activity during 2020 or 2019.

Non-Payroll Cash Disbursements

1. From the Issued Refunds Report, we re-footed checks recorded as Refund disbursements for 2020 and 2019 and compared them to the refunds reported in the distribution calculations for each year, as well as the amounts reported as refunds in the Statement of Receipts, Disbursements and Change in Fund Balance report. For 2020, the Issued Refunds Report totaled \$477,435 for the first quarter of 2020; however, due to a typographical error, \$427,435 was used to calculate distributions. Therefore, \$50,000 more was distributed than should have been. The District has made the required correction in their October 2021 distributions.

We compared these refunds to the refund expense reported on the Statement of Receipts, Disbursements and Change in Fund Balance filed in the Hinkle System. For 2020, the refunds used in the distributions calculations totaled \$547,797 while the Statement of Receipts, Disbursements and Change in Fund Balance report indicated that total refunds were \$546,730. This amounted to a difference of \$1,067. We also noted \$952,755 as the amount distributed for the City of Zanesville for 2020 while \$958,849 was reported in the Statement of Receipts, Disbursements and Change in Fund Balance report as the Cash Disbursements for the City of Zanesville for a difference of \$6,094. These differences of \$1,067 and \$6,094 appeared to be a result of a difference in the timing of refunds and when those refunds were reported for the 2020 Statement of Receipts, Disbursements and Change in Fund Balance report filed in the Hinkle system.

2. We selected 10 disbursements from the Issued Refunds Report for the year ended December 31, 2020 and 10 from the year ended December 31, 2019 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 Issued Refunds Report and/or Detail Expense Transaction Report and to the names and amounts on the supporting invoices. We found no exceptions.

Non-Payroll Cash Disbursements (Continued)

- 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 District income taxes collected were disbursed in the following manner in accordance with the Amendment of the JEDD Contract:

- a. Muskingum County received 30% of income tax collections from DGC Properties, Inc., the Bilco Company and the New Bakery Company of Ohio, Inc.
- b. The City of Zanesville received 70% of the income tax collections from DCG Properties, Inc., the Bilco Company and the New Bakery Company of Ohio, Inc.
- c. Washington Township received 5% of all remaining income tax revenues not previously mentioned in sections a. and b.
- d. Muskingum County received 47.5% of all remaining income tax revenues not previously mentioned in sections a. and b.
- e. The City of Zanesville received 47.5% of all remaining income tax revenues not previously mentioned in sections a. and b.

We found no exceptions other than the exception noted in Non-Payroll Cash Disbursements Procedure #1.

Sunshine Law Compliance

1. We inquired with District management and determined that the District 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 District management and determined:
 - a. The District did not have any completed public records requests during the engagement period.
 - b. The District did not have any denied public records requests during the engagement period.
 - c. The District did not have any public records requests with redactions during the engagement period.
3. We inquired with District management and determined that the District 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 District management and determined that the District 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 District management and determined that the District 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 District management and determined that the District did not have any applications for record disposal submitted to the Records Commission during the engagement period.

Sunshine Law Compliance (Continued)

8. We inquired with District management and determined that the District 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 District 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. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

Ohio Rev. Code § 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, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the District 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, 2020 and 2019 in the Hinkle system. There were no exceptions.



Keith Faber
Auditor of State
Columbus, Ohio

November 24, 2021

OHIO AUDITOR OF STATE KEITH FABER



**ZANESVILLE-WASHINGTON TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT
MUSKINGUM 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 12/14/2021

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This report is a matter of public record and is available online at
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