

**SYCAMORE TOWNSHIP  
JOINT ECONOMIC DEVELOPMENT ZONE  
KENWOOD - SOUTHWEST  
HAMILTON COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022**



OHIO AUDITOR OF STATE  
KEITH FABER



65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

Board of Directors  
Sycamore Township Joint Economic Development Zone – Kenwood Southwest  
8540 Kenwood Road  
Cincinnati, Ohio 45236

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of the Sycamore Township Joint Economic Development Zone – Kenwood Southwest, Hamilton County, prepared by Bastin & Company, LLC, for the period January 1, 2022 through December 31, 2023. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Sycamore Township Joint Economic Development Zone – Kenwood Southwest is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads 'Keith Faber'.

Keith Faber  
Auditor of State  
Columbus, Ohio

**July 03, 2024**

This page intentionally left blank.

# Bastin & Company, LLC

*Certified Public Accountants*

## **INDEPENDENT ACCOUNTANT'S 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 on the Sycamore Township Joint Economic Development Zone – Kenwood Southwest's (the JEDZ) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 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, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the JEDZ.

The Board of Directors and the management of the JEDZ have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the JEDZ's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2023 and 2022, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. 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. Amberly Village is custodian for the JEDZ's deposits, and therefore the Village's deposit and investment pool holds the JEDZs assets. We compared the JEDZ's fund balances reported on its December 31, 2023 Fund Status Report to the balances reported in Amberly Village's accounting records. The amounts agreed.
2. We agreed the January 1, 2022 beginning fund balances for each fund recorded in the Fund Ledger Report to the December 31, 2021 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the Fund Ledger Report to the December 31, 2022 balances in the Fund Ledger Report. We found no exceptions.

3. We compared the December 31, 2023 and 2022 fund balances reported in the Amberly Village's Fund Ledger Reports to the total fund cash balances reported in financial statements filed by the JEDZ in the Hinkle System. Amounts for 2022 agreed. For 2023, fund cash balances reported in the financial statements were overstated by \$6,528. This was a result of using a preliminary Fund Ledger Report in preparing the financial statements that did not contain a year-end payment for Income Tax Collection Fees subsequently recorded by the Village and not considered in the preparation of the financial statements.

### **Income Taxes**

1. We confirmed the income tax amounts paid from Amberly Village to the JEDZ during 2023 and 2022, with the Village. We found no exceptions.
  - a. We inspected the Fund Ledger Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 9(e) of the Contract, we inspected the Detailed General Ledger Report for 2023 and 2022 to determine whether each year included at least quarterly receipts from Amberly Village. We found no exceptions.

### **Debt**

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2021.
2. We inquired of management, and inspected the Fund Ledger Report for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. We identified no new debt issuances, nor any debt payment activity during 2023 or 2022.

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

1. We selected 10 disbursements from the Payment Register Report for the year ended December 31, 2023 and 10 from the year ended 2022 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 or the amount on the bank statement for a service fee, agreed to the check number, date, payee name and amount recorded in the Payment Register Report 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 JEDZ net 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.

### **Sunshine Law Compliance**

1. We obtained and inspected the JEDZ's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.

2. a. We inquired with JEDZ management and determined that the JEDZ did not have any completed public records requests during the engagement period.
  - b. The JEDZ did not have any denied public records requests during the engagement period.
  - c. The JEDZ did not have any public records requests with redactions during the engagement period.
3. We inquired whether the JEDZ had a records retention schedule, and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
5. We inspected the JEDZ's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We observed that the JEDZ's poster describing their Public Records Policy was displayed conspicuously in all branches of the JEDZ as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with JEDZ management and determined that the JEDZ did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inspected individual proof of attendance and determined whether each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) successfully attended a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B). We found no exceptions.
9. We inspected the public notices for the public meetings held during the engagement period and determined the JEDZ 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. Executive sessions were only held at regular or special meetings.
  - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
  - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

## Other Compliance

1. Ohio Rev. Code § 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, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. 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, 2023 and 2022 in the Hinkle system. We found no exceptions.

We were engaged by the JEDZ to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, 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.

We are required to be independent of the JEDZ and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.

*Bastin & Company, LLC*

Williamsburg, Ohio  
June 14, 2024



# OHIO AUDITOR OF STATE KEITH FABER



**SYCAMORE TOWNSHIP JOINT ECONOMIC DEVELOPMENT ZONE KENWOOD - SOUTHWEST  
JOINT ECONOMIC DEVELOPMENT ZONE**

**HAMILTON 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 7/16/2024**

65 East State Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)