

**BOSTON TOWNSHIP-CITY OF CUYAHOGA FALLS
JOINT ECONOMIC DEVELOPMENT DISTRICT
SUMMIT COUNTY, OHIO**

**REPORT ON APPLYING
AGREED-UPON PROCEDURES**

**FOR THE YEAR ENDED
DECEMBER 31, 2018**

James G. Zupka, CPA, Inc.
Certified Public Accountants

OHIO AUDITOR OF STATE
KEITH FABER



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Board of Directors
Boston Township – City of Cuyahoga Falls Joint Economic Development District
2310 Second Street
Cuyahoga Falls, Ohio 44221-2583

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Boston Township – City of Cuyahoga Falls Joint Economic Development District, Summit County, prepared by James G. Zupka, CPA, Inc., for the period January 1, 2018 through December 31, 2018. 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 Boston Township – City of Cuyahoga Falls Joint Economic Development District 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

August 23, 2019

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**BOSTON TOWNSHIP-CITY OF CUYAHOGA FALLS
JOINT ECONOMIC DEVELOPMENT DISTRICT
SUMMIT COUNTY, OHIO
REPORT ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2018**

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Certified Public Accountants

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Ohio Society of Certified Public Accountants

Boston Township – City of Cuyahoga Falls Joint Economic Development District
Summit County
2310 Second Street
Cuyahoga Falls, Ohio 44221-2583

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of Boston Township – City of Cuyahoga Falls Joint Economic Development District (the District) and the Auditor of State, on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the year ended December 31, 2018, 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 year ended December 31, 2018, 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 and Investments

1. The City of Cuyahoga Falls is custodian for the District's deposits and investments, 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, 2018 General Ledger Transaction Detail to the balances reported in City of Cuyahoga Falls' accounting records. The amounts agreed.
2. We agreed the January 1, 2018 beginning fund balances recorded in the General Ledger Transaction Detail to the December 31, 2017 balances in the prior year audited statements. We found no exceptions.

Income Taxes

1. We confirmed the income tax amounts paid from the City of Cuyahoga Falls to the District during 2018 with the City. We found no exceptions.
 - a. We inspected the General Ledger Transaction Detail to determine whether these receipts were allocated to the proper fund(s). We found no exceptions.
 - b. We inspected the General Ledger Transaction Detail to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 6 of the Agreement, we inspected the General Ledger Transaction Detail for 2018 to determine whether they included all required receipts from the City of Cuyahoga Falls. There were no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2017.
2. We inquired of management, and inspected the General Ledger Transaction Detail for evidence of debt issued during 2018 or debt payment activity during 2018. There were no new debt issuances or any debt payment activity during 2018.

Non-Payroll Cash Disbursements

1. From the General Ledger Transaction Detail, we noted that the income tax distributions to Boston Township and the City of Cuyahoga Falls were \$63,192 and \$94,790, respectively. Additionally, we noted these amounts were tested 100 percent and were found to be distributed in accordance with the JEDD agreement. We found no exceptions.
2. We haphazardly selected ten disbursements from the General Ledger Transaction Detail for the year ended December 31, 2018 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 General Ledger Transaction Detail. 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 – Agreement

We confirmed JEDD income taxes collected were disbursed 40 percent to the Township and 60 percent to the City as required by section 11 of the JEDD Agreement. We found no exceptions.

Other Compliance

Ohio Revised Code Section 117.38 requires entities 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 year ended December 31, 2018 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 District'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 for the use of the District to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the year ended December 31, 2018, 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 "James G. Zupka, CPA, Inc." The signature is written in a cursive, flowing style.

James G. Zupka, CPA, Inc.
Certified Public Accountants

June 26, 2019

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OHIO AUDITOR OF STATE
KEITH FABER



**BOSTON TOWNSHIP CITY OF CUYAHOGA FALLS 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
SEPTEMBER 5, 2019**