

**HERITAGE PRESERVE  
COMMUNITY AUTHORITY**  
FRANKLIN COUNTY, OHIO

**Agreed-Upon Procedures**

**For the Years Ended  
December 31, 2019 and 2018**



OHIO AUDITOR OF STATE  
KEITH FABER



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Governing Board  
Heritage Preserve Community Authority  
4955 Pesaro Way  
Dublin, Ohio 43017

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Heritage Preserve Community Authority, Franklin County, prepared by Julian & Grube, Inc., for the period January 1, 2018 through December 31, 2019. 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 Heritage Preserve Community Authority 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

June 11, 2020

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

Heritage Preserve Community Authority  
Franklin County  
4955 Pesaro Way  
Dublin, Ohio 43017

We have performed the procedures enumerated below, which were agreed to by the Governing Board and the management of Heritage Preserve Community Authority (the Authority) and the Auditor of State, on the receipts, disbursements and balances recorded in the Authority's cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Authority. The Authority is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Authority. 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 recalculated the December 31, 2019 and December 31, 2018 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2018 beginning fund balances recorded in the Check Journal to the December 31, 2017 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2019 beginning fund balances recorded in the Check Journal to the December 31, 2018 balances in the Check Journal. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2019 and 2018 fund cash balances reported in the financial statements filed by the Community Authority in the Hinkle System. The amounts agreed in 2019. We found one exception in 2018 where the bank/fund balance was \$11 lower than from what was reported in the Hinkle System.
4. We confirmed the December 31, 2019 bank account balance with the Authority's financial institution. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the December 31, 2019 bank reconciliation without exception.

### Intergovernmental and Other Confirmable Cash Receipts

1. We selected all 2 receipts from the *County Vendor Report* for 2019 and all 2 from 2018:
  - a. We compared the amounts from the *County Vendor Report* to the amounts recorded in the Check Journal. The amounts agreed.
  - b. We inspected the Check Journal determine these receipts were allocated to the proper fund. We found no exceptions.
  - c. We inspected the Check Journal to determine whether the receipts were recorded in the proper year. The receipts were recorded in the proper year. We found no exceptions.

2. We inspected the Check Journal to determine whether it included two real estate tax receipts for 2019 and 2018. The Check Journal included the proper number of tax receipts for each year.
3. We confirmed the total amount paid from the City of Hilliard to the Authority during 2019 and 2018. We found no exceptions.
  - a. We inspected the Check Journal to determine these receipts were allocated to the proper fund. We found no exceptions.
  - b. We inspected the Check Journal to determine whether the receipts were recorded in the proper year. We found no exceptions.

**Debt**

1. From the prior audit documentation, we observed the following bonds were outstanding as of December 31, 2017. These amounts agreed to the Authority's January 1, 2018 balances on the summary we used in procedure 3.

<b>Issue</b>	<b>Principal outstanding as of December 31, 2017:</b>
Special Obligation Community Facilities Revenue Bonds Series 2016A	\$2,560,000
Special Obligation Community Facilities Revenue Bonds Series 2016B	\$510,000

2. We inquired of management, and inspected the bond agreements for evidence of debt issued during the years 2019 and 2018 or debt payment activity during the years 2019 or 2018. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of bonds debt activity for years 2019 and 2018 and agreed principal and interest payments from the related debt amortization schedules to debt service fund payments reported in the Check Journal. We also compared the date the debt service payments were due to the date the Authority's made the payments. We found no exceptions.
4. For new debt issued during years 2019 and 2018, we inspected the debt legislation, which stated the Authority must use the proceeds to provide community facilities. We inspected the summary used in procedure 3 and observed the Authority used the bond proceeds to construct community facilities.

<b>Issue</b>	<b>Unspent Proceeds as of December 31, 2019:</b>
Special Obligation Community Facilities Revenue Bonds Series 2018A	\$1,514
Special Obligation Community Facilities Revenue Bonds Series 2018B	\$9,175
Special Obligation Community Facilities Revenue Bonds Series 2018C	\$46
Special Obligation Community Facilities Revenue Bonds Series 2019A	\$3,709
Special Obligation Community Facilities Revenue Bonds Series 2019B	\$933

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

1. From the Check Journal, we re-footed checks recorded as General Fund disbursements for *interest payments to Grand Communities* for year 2019. We found no exceptions.
2. We selected 10 disbursements from the Transaction Detail by Account for the year ended December 31, 2019 and 10 from 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 Transaction Detail by Account 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.

### **Sunshine Law Compliance**

1. We obtained and inspected the Authority's Public Records Policy to determine the policy 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. We inquired with Authority management and determined that the Heritage Preserve Community Authority did not have any completed public records requests during the engagement period.
3. We inquired with Authority management and determined that the Heritage Preserve Community Authority did not have any denied public records requests during the engagement period.
4. We inquired with Authority management and determined that the Heritage Preserve Community Authority did not have any public records requests with redactions during the engagement period.
5. We inquired whether the Authority has a records retention policy, and observed that it is readily available to the public. We found no exceptions.
6. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager. We found no exceptions.
7. We inspected the Authority's policy manual(bylaws) and determined the public records policy was included. We found no exceptions.
8. We inquired with management and determined that the Authority does not maintain a physical office where a public records policy is able to be displayed during the engagement period.
9. We inquired with Authority management and determined that the Authority did not have any applications for record disposal submitted to the Records Commission during the engagement period.
10. We inquired with Authority management and determined that the Authority did not have any elected officials subject to the Public Records Training requirements during the engagement period.
11. We inspected the public notices for the public meetings held during the engagement period and determined the Authority notified the general public and news media of when and where meetings during the engagement period are to be held. The City of Hilliard posts all meeting dates on their website. We found no exceptions.

12. We inspected the minutes of public meetings during the engagement period and determined whether they were:
- Prepared – a file is created following the date of the meeting.
  - Filed – placed with similar documents in an organized manner.
  - Maintained - retained, at a minimum, for the engagement period.
  - Open to public inspection – available for public viewing or request.
- We found no exceptions.

13. We inspected the minutes from the engagement period and determined the following:
- Executive sessions were only held at regular or special meetings.
  - The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code Section 121.22(G).
  - Formal governing board actions were adopted in open meetings.
- We found no exceptions.

### Other Compliance

Ohio Rev. Code Section 117.38 requires authorities 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 Authority 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, 2019 and 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 Authority'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 the evaluation of the Authority's its receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2019 and 2018, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Julian & Grube, Inc.  
April 27, 2020

# OHIO AUDITOR OF STATE KEITH FABER



**HERITAGE PRESERVE COMMUNITY AUTHORITY**

**FRANKLIN 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  
JUNE 23, 2020**