



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES CERTIFICATE OF ACCOUNTABILITY

Sagamore Hills Township
Summit County
Board of Township Trustees
Laurel Steimle, Fiscal Officer
11551 Valley View Road
Sagamore Hills, Ohio 44067

We have performed the procedures enumerated below as of November 30, 2019, which were agreed to by the addressees, related to the cash, investments, equipment and property tax receipts in the custody of the Sagamore Hills Township Office solely to assist you in the transition of the Township Fiscal Officer. The transition is the responsibility of the present and former officeholder. The sufficiency of the procedures is solely the responsibility of those 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.

Cash and Investments Reconciliation

1. We recomputed the mathematical accuracy of the reconciliation. We found no computational errors.
2. We agreed the bank account balances and the Star Ohio Investment Account balance on the reconciliation with month end bank statements. We found no exceptions.
3. We compared the amounts and/or description of the asset on the reconciliation to the statements. We found no exceptions.
4. We agreed reconciling items in excess of \$23,000 appearing on that reconciliation to the voucher packets, invoices, payroll withholding vouchers and payment remittance advices. The dates on those documents support that those items were proper reconciling items at November 30, 2019. We found no exceptions.
5. We confirmed collateral pledged at the applicable banking institutions and added this total to federal insurance coverage of deposits. The Township's bank deposit balances exceeded collateral by \$496,263 as of November 30, 2019.
6. We confirmed authorized signatories directly with the banks. The signatories the bank confirmed agreed with those the legislative body authorized in Organizational Resolution 18-47. We found no exceptions.

Equipment

1. We selected a sample (agreed upon) of 2 items from the equipment listing dated January 2019 representing equipment assigned to Fiscal Officer, recorded at a value exceeding \$10,000 and on December 16, 2019, we traced the items to their location described in the equipment listing. We found each item in the assigned location.
2. On December 16, 2019, we selected a sample (agreed upon) of 4 items with a value exceeding \$140 from the Fiscal Officer's office, and traced the item to the equipment listing. All items we selected agreed to the description and location recorded in the equipment listing dated January 2019.

Property Taxes

1. We selected property tax receipt from all the *Statements of Semiannual Apportionment of Taxes* (the Statements) for 2019.
 - a. We traced the gross receipts from the *Statements* to the amount recorded in the Revenue Receipt Register. We found no exceptions.
 - b. We inspected the Revenue Receipt Register to confirm the receipts were allocated to the proper fund(s)/account(s) as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. However, we noted the Township improperly posted \$58,165 of Fire / EMS Property Tax receipts to the General Fund which resulted in an overstatement to the General Fund and an understatement to the Fire / EMS fund. In accordance with the foregoing facts, we hereby issue a finding for adjustment in the amount of \$58,165 to reduce the General Fund and increase the Fire / EMS fund. Exception noted.
 - c. We inspected the Revenue Receipt Register to confirm whether the receipts were recorded in the proper year. We found no exceptions.
 - d. We traced all deductions from the Statements to the disbursement records to confirm the disbursements was allocated to the proper fund(s)/account(s). We found no exceptions.
 - e. We inspected the Property Tax receipt amounts of General Fund, Road and Bridge Fund, Police Fund and the Fire / EMS Fund in the Revenue Receipt Register for receipts other than property tax receipts. We found no exceptions.

The 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 cash, investments, equipment and property tax receipts. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

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This report is to provide assistance in the evaluation that the Board of Township Trustees of Sagamore Hills Township's cash, investments, equipment and property tax receipts in the custody of the former officeholder was properly transitioned to the current officeholder. The transition is the responsibility of the present and former officeholder and is not suitable for any other purpose

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State

Columbus, Ohio

January 2, 2020

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OHIO AUDITOR OF STATE
KEITH FABER



SAGAMORE HILLS TOWNSHIP

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
JANUARY 21, 2020**