

**BAINBRIDGE TOWNSHIP-CITY OF SOLON
JOINT ECONOMIC DEVELOPMENT DISTRICT
CUYAHOGA COUNTY, OHIO**

**REPORT ON APPLYING
AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED
DECEMBER 31, 2021 AND 2020**

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

OHIO AUDITOR OF STATE
KEITH FABER



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Board of Trustees
Bainbridge Township – City of Solon Joint Economic Development District
34200 Bainbridge Road
Solon, Ohio 44139

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of the Bainbridge Township – City of Solon Joint Economic Development District, Cuyahoga County, prepared by James G. Zupka, CPA, Inc., for the period January 1, 2020 through December 31, 2021. 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 Bainbridge Township – City of Solon 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

July 28, 2022

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**BAINBRIDGE TOWNSHIP-CITY OF SOLON
JOINT ECONOMIC DEVELOPMENT DISTRICT
CUYAHOGA COUNTY, OHIO
REPORT ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Bainbridge Township – City of Solon Joint Economic Development District
Cuyahoga County
34200 Bainbridge Road
Solon, Ohio 44139

We have performed the procedures enumerated below on the Bainbridge Township – City of Solon Joint Economic Development District's (the District) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2021 and 2020 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, 2021 and 2020 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, 2021 and 2020, 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 and Investments

1. The City of Solon 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, 2021 Financial Summary Report to the balances reported in City of Solon's accounting records. The amounts agreed.
2. We agreed the January 1, 2020 beginning fund balances recorded in the Financial Summary Report and supporting documentation to the December 31, 2019 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2021 beginning fund balances recorded in the Financial Summary Report to the December 31, 2020 balances in the Financial Summary Report. We found no exceptions.

Confirmable Income Taxes

1. We obtained and inspected the JEDD contract, observing the City is the Income Tax Administrator for the JEDD and is required to record the Township's portion of the income taxes collected in the JEDD Income Tax Fund and the City's portion of the income taxes collected into the City's Capital Equipment Fund. We found no exceptions.
2. We confirmed the JEDD income tax collections made by RITA as performed during the City's 2021 audit to determine the completeness of total JEDD collections. We found no exceptions.
3. We inspected the City's recording of JEDD income tax collections made by RITA as performed during the City's 2021 audit to determine if:
 - a. these receipts were properly allocated by the City to the City's Capital Equipment and JEDD Income Tax funds. We found no exceptions.
 - b. the receipts were recorded in the proper year. We found no exceptions.
4. We agreed the total amount of JEDD income tax collections to the tax revenue amount reported on the JEDD financial statements as submitted in the Hinkle system. The amounts agreed.
5. As required by Section 16G of the Agreement, we inspected the City's Detail Revenue Transactions report for the JEDD Income Tax Fund for 2021 and 2020 to confirm it included all required receipts from the City for subsequent disbursement to the Township. We found no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2019.
2. We inquired of management and inspected the Financial Summary Report for evidence of debt issued during 2021 or 2020 or debt payment activity during 2021 or 2020. We noted no new debt issuances, nor any debt payment activity during 2021 or 2020.

Non-Payroll Cash Disbursements

1. From the Check Register Report, we re-footed checks recorded as General Fund disbursements for Bainbridge Township disbursement and checks recorded as City of Solon disbursement for 2021. We found no exceptions.
2. We selected 17 disbursements from the Financial Summary Report for the year ended December 31, 2021 and 20 from the year ended 2020 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 Financial Summary Report and to the names and amounts on the supporting invoices. We found no exceptions.

Compliance – Bylaws

We confirmed JEDD income taxes collected were disbursed 50 percent to the Township and 50 percent to the City, after administrative costs and the amounts set aside for the M & I Fund, as required by Section 16G of the JEDD Agreement. We found no exceptions.

Sunshine Law Compliance

1. We obtained and inspected the District's Public Records Policy to determine the policy was in accordance with Ohio Revised Code Sections 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. We inquired with District management and determined that the District did not have any completed public records requests during the engagement period.
3. We inquired whether the District had a records retention schedule and observed that it was readily available to the public as required by Ohio Revised Code Section 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 Revised Code Section 149.43(E)(2). We found no exceptions.
5. We inspected the District's policy manual and determined the public records policy was included as required by Ohio Revised Code Section 149.43(E)(2). We found no exceptions.
6. We observed that the District's poster describing their Public Records Policy was displayed conspicuously in all branches of the District as required by Ohio Revised Code Section 149.43(E)(2). We found no exceptions.
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.
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 Revised Code Sections 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 Revised Code Section 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Revised Code Section 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 Revised Code Section 121.22(G) and determined the following:
 - a. Executive sessions were 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 Revised Code Section 121.22(G)
 - c. Formal governing board actions were adopted in open meetings

We noted that there were no meetings held in 2020 due to COVID and no executive sessions were held in 2021. Also, no formal governing board actions were adopted in open meetings until the subsequent year since there was no quorum at each meeting.

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 years ended December 31, 2021 and 2020 in the Hinkle system. We found no exceptions.

We were engaged by the District 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 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.

We are required to be independent of the District 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.



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

June 24, 2022

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OHIO AUDITOR OF STATE KEITH FABER



**BAINBRIDGE TOWNSHIP-CITY OF SOLON JOINT ECONOMIC DEVELOPMENT DISTRICT
CUYAHOGA 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 8/9/2022

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This report is a matter of public record and is available online at
www.ohioauditor.gov