



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

City of Medina-Montville Township Joint Economic Development District
Medina County
6665 Wadsworth Road
Medina, Ohio 44256

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of the City of Medina-Montville Township Joint Economic Development District on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the years ended December 31, 2018 and 2017 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, 2018 and 2017 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

1. We confirmed the District's fund balances reported on its December 31, 2018 Financial Statement of Government Funds to the balances reported by the financial institution. The amounts agreed.
2. We agreed the January 1, 2017 beginning fund balances recorded in the Financial Statement of Governmental Funds to the December 31, 2016 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2018 beginning fund balances recorded in the Financial Statement of Governmental Funds to the December 31, 2017 balances in the Financial Statement of Governmental Funds. We found no exceptions.

Income Tax Confirmable Cash Receipts

1. We confirmed the income tax amounts paid from the City of Medina to the District during 2018 and 2017 with the City. We found no exceptions.
 - a. We inspected the Excel Spreadsheet to determine the receipts were recorded in the proper year. We found no exceptions.
2. As required by Section 10 of the Bylaws, we inspected the Excel spreadsheet for 2018 and 2017 to determine whether each year included all twelve monthly receipts from the City of Medina. There were no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2016.
2. We inquired of management, and inspected the Excel Spreadsheet for evidence of debt issued during 2018 or 2017 or debt payment activity during 2018 or 2017. We noted no new debt issuances, nor any debt payment activity during 2018 or 2017.

Non-Payroll Cash Disbursements

1. From the Excel Spreadsheet, we re-footed checks recorded as disbursements for 2018 and 2017. We found no exceptions.
2. We selected all 6 disbursements from the Excel Spreadsheet for the year ended December 31, 2018 and all 2 disbursements from the year ended December 31, 2017 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 Summary of Expenses and to the names and amounts on the supporting invoices. We found no exceptions.

Compliance – Bylaws

We confirmed 20% of District income taxes collected, net of expenses, were set-aside for maintenance and the remaining amount was distributed 50% to the Township and 50% to the City as required by section 10 of the District's by-laws. We found no exceptions. Also, as required by Section 10 of the Bylaws, we inspected the Excel spreadsheet for 2018 and 2017 to determine whether income tax receipts were adjusted quarterly and distributed between the City of Medina and Montville Township, with the remaining amount set aside for maintenance. We noted there were four distributions made in both 2018 and 2017.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires districts 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, 2018 and 2017 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 to provide 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, 2018 and 2017, 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 "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State

Columbus, Ohio

April 28, 2020

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OHIO AUDITOR OF STATE KEITH FABER



**CITY OF MEDINA-MONTVILLE TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT
MEDINA 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 2, 2020**