



# Dave Yost • Auditor of State

September 17, 2013

Ms. Betty B. Klingenberg, Fiscal Officer  
Village of Boston Heights  
45 E. Boston Mills Road  
Hudson, Ohio 44236

Dear Ms. Klingenberg:

The purpose of this letter is to confirm our understanding of the services to be provided by the Local Government Services Section of the office of the Auditor of State to the Village of Boston Heights.

We will prepare a proof of cash, propose adjustments to book balances and assist in reconciling the general operating account for the period April 1, 2012 through the end of the most current month that LGS is in reconciling.

*It is the responsibility of the Village to provide all the source materials necessary to complete this project, such as computer printouts, bank statements, canceled checks, invoices, county auditor settlements, deposit slips, and any other records necessary.*

The Village remains responsible for the reconciliation. It is therefore the responsibility of the Village to be in a position in fact and appearance to make informed judgments while reviewing, evaluating, and approving the services provided under this engagement. It is also the Village's responsibility to design, implement and maintain internal controls, including monitoring ongoing activities.

To demonstrate the Village is fulfilling these responsibilities, the following safeguards will be observed. The Village will designate a management level individual to be the primary contact accountable for overseeing this engagement and who will take responsibility for the appropriateness of the results of this engagement. The Village will provide documentation to support that individual's knowledge and capability to perform this function. This documentation may include education and training related to the matters covered in this engagement. We will meet with this individual periodically to update our progress and to allow the individual to monitor engagement performance to ensure it meets management's objectives. This individual will perform all management functions and make all management decisions related to this conversion and compilation and will accept full responsibility for such decisions. Accordingly, this individual will review and approve all proposed adjustments before they are entered in the conversion software. Finally, this individual will evaluate the adequacy of the services performed under this engagement by the Local Government Services Section of the Office of the Auditor of State.

Local Government Services Section  
88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506  
Phone: 614-466-4717 or 800-345-2519 Fax: 614-728-8027  
[www.ohioauditor.gov](http://www.ohioauditor.gov)

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All documents provided to LGS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. must be redacted of any personal information before submission. Personal information is defined as social security numbers, dates of birth, drivers' license numbers or financial institution account numbers associated with an individual. The Village shall redact all personal information from electronic records before they are transmitted to LGS. This information should be fully blacked out in all paper documents prior to sending them to LGS. If personal information cannot be redacted from any records or documents, the Village must identify these records to LGS prior to their submission.

If redacting this personal information impairs the ability of LGS to provide the contracted services, the Village and the Auditor of State's Office will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates hardship on the Village in terms of resources, recordkeeping or other issues, the Village and LGS may collaborate on alternative methods of providing the Village's data to LGS without compromising the personal information on individuals served or employed by the Village.

All work papers prepared by the Office of the Auditor of State will remain the property of the Auditor of State. Accordingly, we are responsible for their care and custody. At the conclusion of the contract, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

Management is responsible for identifying and ensuring that the Village complies with the laws and regulations applicable to its activities. Management is also responsible to prevent and detect fraud. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential.

If we provide the services offered in this engagement letter, and during the course of the engagement we determine there are significant adjustments needed, the Auditor of State's Office will no longer be independent with respect to Village of Boston Heights.

It is estimated that 120 hours will be needed to complete this project. Our fees for these services will be billed monthly to Village of Boston Heights at a rate of \$50 per hour, and the total cost is not anticipated to exceed \$6,000. If additional time or services should be necessary, we will notify the Village of Boston Heights regarding any amendment to this contract that may be required.

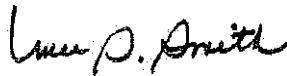
Upon a 30 day written notice, either party may terminate this Agreement for any reason. Such notice shall be sent by U.S. mail or by personal delivery to Auditor of State, Local Government Services Section, 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506. In the event of such termination, the Auditor of State shall be compensated at the contractually agreed-upon rate for any and all work done to the date of such notice.

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If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate places and return it to me no later than October 11, 2013. If we do not hear from you by October 11, 2013, we will assume that Village of Boston Heights does not wish to contract the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions, do not hesitate to contact Nita Hendryx, Chief Project Manager, at (800) 443.9271.

Sincerely,

DAVE YOST  
Auditor of State



Unice S. Smith  
Chief of Local Government Services

We desire the Auditor of State's office to perform the services described above and agree to the terms and conditions set forth in this letter.

VILLAGE OF BOSTON HEIGHTS

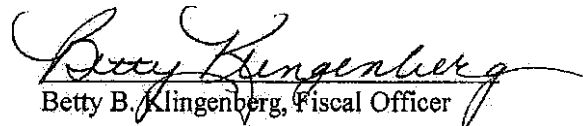
Resolution No. 2013-10-49

Date:

By: Bill Goncy  
Bill Goncy, Mayor

It is hereby certified that the amount of \$ 6000.00 required to pay this contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the \_\_\_\_\_ Fund, free from any obligation or certification now outstanding.

Date: 10-9-13



Betty B. Klingenberg, Fiscal Officer

cc: Nita R. Hendryx, Chief Project Manager  
Joey Jones, Chief Auditor