



Dave Yost • Auditor of State

October 18, 2012

Mr. Wade Steen
Fiscal Officer
Cuyahoga County
1219 Ontario Street
Cleveland, OH 44113-1021

Dear Mr. Steen:

This letter is to confirm our understanding of the terms and objectives of our engagement with the Cuyahoga County (the County) and the nature and limitations of the services we will provide.

We will provide the following services:

The Local Government Services Section of the Office of the Auditor of State (LGS) will make all audit adjustments to the 2010 Basic Financial Statements prepared by the County. Our role will be limited to making the audit adjustments as provided. We will provide no additional review of the 2010 Basic Financial Statements. We do not view these services to be a compilation and will not be issuing a compilation report. The County remains responsible for the Basic Financial Statements. Once the adjustments are made by LGS and reviewed and approved by the County, we will provide a corrected copy of the Basic Financial Statements to the Financial Audit Group of the Office of the Auditor of State to be released as part of their 2010 audit report.

Cuyahoga County remains responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board. It is therefore the responsibility of the County 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 Cuyahoga County's responsibility to design, implement and maintain internal controls, including monitoring ongoing activities.

To demonstrate that the County is fulfilling these responsibilities, the following safeguards will be observed. The County 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 County 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 you and this individual weekly to update our progress and to allow you and this individual to monitor engagement performance to ensure it meets management's objectives. You and this individual will perform all management functions and make all management decisions related to this conversion and will accept full responsibility for such decisions. Accordingly, you and this individual will review and approve all proposed adjustments before

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

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they are entered in the conversion software. Finally, you and 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.

It is understood and agreed that the performance of this engagement by LGS will not lessen the scope and extent of the audit work to be performed by the Financial Audit Group of the Office of the Auditor of State.

Management is responsible for making all financial records and related information available to LGS.

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 County 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 County 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 County 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 County in terms of resources, recordkeeping or other issues, the County and LGS may collaborate on alternative methods of providing the County's data to LGS without compromising the personal information on individuals served or employed by the County.

Management is responsible for identifying and ensuring the County 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.

It is estimated that 48 hours will be needed to complete this project for fiscal year 2010¹⁰. Our fees for these services will be billed monthly to Cuyahoga County at a rate of \$50 per hour, and the total cost is not anticipated to exceed \$2,400. If additional time or services should be necessary, we will notify Cuyahoga County regarding any amendment to this contract that may be required.

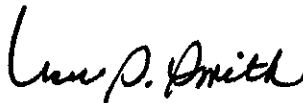
Upon a 30 day written notice, either party may terminate this Agreement for any reason. Such notice shall be sent by U.S. mail or by personal delivery to Auditor of State, Local Government Services Section, 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506. In the event of such termination, 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 31, 2012. If we do not hear from you by October 31, 2012, we will assume that the Cuyahoga County does not wish to contract for the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions concerning this letter, please do not hesitate to contact Nita Hendryx, Chief Project Manager, at 1.800.443.9271.

Sincerely,

DAVE YOST
Auditor of State

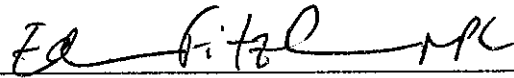


Unice S. Smith
Chief of Local Government Services

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.

CUYAHOGA COUNTY

Date: _____

By: 
Edward FitzGerald, Cuyahoga County Executive

Resolution No. _____

It is hereby certified that the amount of \$ 2,400 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 General Fund, free from any obligation or certification now outstanding.

Date: 10/22/12


Wade Steen, CPA, Fiscal Officer

cc: Nita Hendryx, Chief Project Manager
Carol-Ann Schindel, Chief Auditor

Certified Search for Unresolved Findings for Recovery



Dave Yost
Ohio Auditor of State

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140
(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Organization: Auditor of the State of Ohio
Date: 10/29/2012

This search produced the following list of possible matches:

0 Possible matches were found

Name/Organization	Address
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The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Auditor of State

Contract/Agreement No.: AG1200216 **Time Period:** July 2, 2012-August 27, 2012

Service Description: To assist with compiling the 2011 Comprehensive Annual Financial Report

Original Contract/Agreement Amount: \$40,000.00

Prior Amendment(s) Amount(s): AG1200216 September 24, 2012 – December 31, 2012
\$17,500.00

Performance Indicators: To complete the 2011 Comprehensive Annual Financial Report

Actual performance versus performance indicators (include statistics):
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Rating of Overall Performance of Contractor (Check One):

- ☐ Superior
- ☒ Above Average
- ☐ Average
- ☐ Below Average
- ☐ Poor

Justification of Rating: The 2011 Audit should be released by year end.

Fiscal Office/Financial Services

10/29/12

User Department

Date