



Dave Yost • Auditor of State





# Dave Yost • Auditor of State

Noble County Regional Airport Authority  
Noble County  
301 Lincoln Drive  
Caldwell, Ohio 43724

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Regional Airport Authority, Noble County, Ohio (the Airport), for the years ended December 31, 2016 and 2015.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 117.11(A). Because our procedures were not designed to opine on the Airport's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Airport's financial statements, transactions or balances for the years ended December 31, 2016 and 2015.

The Airport's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 117.11(A) is to examine, analyze and inspect these records and documents.

Based on the results of our procedures, we noted the following significant compliance or accounting issues to report.

## Current Year Observations

1. A monthly bank reconciliation was not prepared during the audit period. However, per review of the bank statements, it was evident through initials, dates and checkmarks that the Fiscal Officer examined them. There was no documentation of the governing board review of the bank reconciliation.

Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period.

Also, the Airport's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or undetected theft.

2. Ohio Rev. Code § 117.38 states entities filing on a cash-basis must file annual reports with the Auditor of State within 60 days of the fiscal year-end.

The Airport did not file its 2015 financial statements and 2016 financial reporting package until September 25, 2016 and July 22, 2017, respectively.

The Airport should make a complete filing within 60 days of the fiscal year-end.

### **Current Year Observations (Continued)**

3. Supporting documentation for all expenditures is attached to the monthly bank statements.

We examined the supporting documentation for 2016 and 2015 and four of the 2015 expenditures did have supporting documentation attached the monthly bank statement.

Supporting documentation for all expenditures should be retained by the Airport and presented for audit.

4. The Airport did not maintain a receipts ledger for all receipt activity. However, the Airport Authority did maintain a hanger rent ledger and a fuel sale log.

The hanger rent ledger and the fuel sale log were not complete and accurate. The hanger rent ledger did not include the date payments were received or beginning/ending balances owed/paid. The fuel sale log did not include the price per gallon or the date of payment. Also, the Airport did not maintain a receivable log to document account receivable amount due at year-end.

The Airport should make certain that the hanger rent ledger and the fuel sale log include all relevant information. Also, the Airport should maintain a year-end receivable schedule.

### **Current Status of Matters we Reported in our Prior Engagement**

Item 4 above is a repeat from our prior audit for the years ended December 31, 2014 and 2013.



**Dave Yost**  
Auditor of State  
Columbus, Ohio

October 20, 2017



# Dave Yost • Auditor of State

**NOBLE COUNTY REGIONAL AIRPORT AUTHORITY**

**NOBLE 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  
NOVEMBER 28, 2017**