

**ASHLAND REGIONAL AIRPORT AUTHORITY
ASHLAND COUNTY**

AGREED-UPON PROCEDURES

**FOR THE YEARS ENDED
DECEMBER 31, 2009 AND 2008**



Mary Taylor, CPA
Auditor of State

Board of Trustees
Ashland Regional Airport Authority
700 Township Road 1102
Ashland, Ohio 44805

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Ashland Regional Airport Authority, Ashland County, prepared by Willoughby & Company, Inc., for the period January 1, 2008 through December 31, 2009. Based upon this review, we have accepted these reports 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 Ashland Regional Airport Authority is responsible for compliance with these laws and regulations.

Mary Taylor

Mary Taylor, CPA
Auditor of State

December 22, 2010



WILLOUGHBY & COMPANY, INC.

Certified Public Accountants

216 North Broadway, P.O. Box 1021, New Philadelphia, Ohio 44663
Phone (330) 602-1322 • Fax (330) 602-2610

September 17, 2010

Ashland Regional Airport Authority
Ashland County
700 Township Road 1102
Ashland, Ohio 44805

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Ashland Regional Airport Authority (the Airport) and the Auditor of State agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2009 and 2008 and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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 tested the mathematical accuracy of the December 31, 2009 and December 31, 2008 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2008 beginning balance recorded in the Treasurer's Report to the December 31, 2007 balance in the prior year audited statements. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2009 and 2008 fund cash balances reported in the Treasurer's Reports. The amounts agreed.
4. We confirmed the December 31, 2009 bank account balance with the Airport's financial institution. We found no exception.
5. We did not select any outstanding checks from the December 31, 2009 bank reconciliation. There were none that existed for that date.

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Intergovernmental and Other Confirmable Cash Receipts

1. We confirmed the amounts paid from Ashland County to the Airport in 2009 and 2008 with the County. We found no exceptions.
 - a. We determined whether these receipts were allocated to the proper fund and account. We found no exceptions.
 - b. We determined whether these receipts were recorded in the proper year. We found no exceptions.
2. We agreed the amounts paid from the Federal Aviation Administration during 2009, as documented by the direct deposits into the Airport's bank account, to the Airport Income and Expense Report. We found no exceptions.
 - a. We determined whether these receipts were allocated to the proper fund and account. We found no exceptions.
 - b. We determined whether these receipts were recorded in the proper year. We found no exceptions.

Rent Receipts

We haphazardly selected 10 rent cash receipts from the year ended December 31, 2009 and 10 rent cash receipts from the year ended 2008 recorded in the cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Register Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Debt

1. We inquired of management, and scanned the Income and Expense Report for evidence of bonded or note debt issued during 2009 or 2008 or outstanding as of December 31, 2009 or 2008. We noted no new debt issuances. We noted that previously existing debt was repaid in full during 2008.

Payroll Cash Disbursements

1. Per inquiry of management and from scanning the Income and Expense Report, we determined that there was no evidence of employees during 2009 or 2008.

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Non-Payroll Cash Disbursements

1. For the Income and Expense Report, we refooted checks recorded as disbursements for repairs and maintenance for 2009. We found no exceptions.
2. We agreed total disbursements from the Income and Expense Report for the years ended December 31, 2009 and 2008 to the total disbursements recorded in the check register. We found no exceptions.
3. We haphazardly selected ten disbursements from the Income and Expense Report for the year end December 31, 2009 and ten from the year ended December 31, 2008 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 Income and Expense Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.

Compliance – Contracts & Expenditures

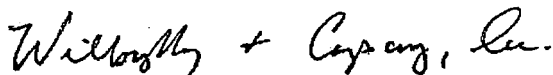
1. We inquired of management and scanned the Income and Expense Report for the years ended December 31, 2009 and 2008 for expenditures other than the acquisition of real estate, the discharge of noncontractual claims, personal services, or for the product or services of public utilities, exceeding fifteen thousand dollars. (Ohio Rev. Code Section 308.13(A)).

We identified one item exceeding \$15,000 to purchase a vehicle to be used for maintaining the Airport. For this purchase, we noted that the Board complied with the regulations of the grantor and per the Ohio Revised Code in order to make this purchase.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion of the Airport's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of management and those charged with governance and the Auditor of State and is not intended to be, and should not be used by anyone other than these specified parties.

Sincerely,



Willoughby & Company, Inc. – Certified Public Accountants



Mary Taylor, CPA
Auditor of State

ASHLAND REGIONAL AIRPORT AUTHORITY

ASHLAND 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
JANUARY 4, 2011**