



Dave Yost • Auditor of State



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Portage County Port Authority
Portage County
217 S. Chestnut Street
Ravenna, Ohio 44266

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Portage County Port Authority, Portage County (the Authority) for the years ended December 31, 2017 and 2016.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the Authority's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Authority's financial statements, transactions or balances for the years ended December 31, 2017 and 2016.

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

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

Current Year Observations

1. **Ohio Rev. Code §117.38** provides that entities filing on a cash-basis must file annual reports with the Auditor of State within 60 days of the fiscal year-end. For the years ended December 31, 2017 and 2016, the Authority did not file a complete annual report within 60 days of the fiscal year-end. The 2017 and 2016 annual reports were filed on April 6, 2018.

The Authority should ensure that its annual financial reports are timely filed with the Auditor of State. The failure to file annual financial statements in a timely manner may result in the Authority not being eligible for reduced audit procedures in the future, such as a basic audit or agreed upon procedures.

The Authority can refer to Audit Bulletin 2015-007 at the following website for information on annual financial reporting requirements:

<http://www.ohioauditor.gov/publications/bulletins/2015/007.pdf>

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 5, 2018

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PORTAGE COUNTY PORT AUTHORITY

PORTAGE 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
JULY 24, 2018**