

ASHLAND COUNTY REGIONAL AIRPORT AUTHORITY

ASHLAND COUNTY, OHIO

AGREED UPON PROCEDURES

For the Years Ended December 31, 2023 and 2022





65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

Board of Trustees
Ashland County 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 County Regional Airport Authority, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2022 through December 31, 2023. Based upon this review, we have accepted this report 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 County Regional Airport Authority is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

May 31, 2024

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**ASHLAND COUNTY REGIONAL AIRPORT AUTHORITY
ASHLAND COUNTY
Agreed-Upon Procedures
For the Years Ended December 31, 2023 and 2022**

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures	1

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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

We have performed the procedures enumerated below on the Ashland County Regional Airport Authority's (the Airport) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Airport. The Airport is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Airport.

The Board of Trustees and the management of the Airport have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Airport's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2023 and 2022, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balance recorded in the QuickBooks ledger to the December 31, 2021 balances to documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the QuickBooks ledger to the December 31, 2022 balances in the QuickBooks ledger. We found no exceptions.
3. We agreed the 2023 and 2022 bank reconciliation as of December 31, 2023 and 2022 to the total fund cash balances reported in the QuickBooks ledger and the financial statements filed by the Airport in the Hinkle System. For 2022 and 2023, the fund cash balance in the QuickBooks ledger was \$154,128 and \$99,128 respectively, but the balance in the financial statements filed with the Hinkle system show \$154,143 and \$99,145, respectively.

4. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We selected all 3 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:
 - a. We traced two of the debits to the subsequent January bank statement. We reviewed the February 2024 QuickBooks ledger and found that the last outstanding check was voided in February 2024.
 - b. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected the only receipt from the County Auditor's DTL from 2023 and the only one from 2022.
 - a. We compared the amount from the above named report to the amount recorded in the QuickBooks ledger. The amounts agreed.
 - b. We inspected the QuickBooks ledger to determine these receipts were allocated to the proper fund. We found no exceptions.
 - c. We inspected the QuickBooks ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the individual amounts paid from the Federal Aviation Administration to the Airport during 2023 and 2022 with the Federal Aviation Administration. We found no exceptions.
 - a. We inspected the QuickBooks ledger to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the QuickBooks ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.

Sale of Fuel Receipts

1. We selected 10 sale of fuel cash receipts from the year ended December 31, 2023 and 10 sale of fuel cash receipts from the year ended December 31, 2022 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the QuickBooks ledger. The amounts agreed.
 - b. Agreed the rate charged complied with rates in force during the period. We found no exceptions.
 - c. Inspected the QuickBooks ledger to confirm the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.
2. We selected 10 fuel collection cash receipts from the year ended December 31, 2023 and 10 fuel collection cash receipts from the year ended December 31, 2022 recorded in the QuickBooks Ledger and determined whether:
 - a. Receipt amount per the QuickBooks ledger agreed to the amount recorded to the credit of the customer's account in the Accounts Receivable Aging Summary Report. The amounts agreed.
 - b. Amounts charged for the related billing period:
 - i. Agreed with the debit to accounts receivable in the Accounts Receivable Aging Summary Report for the billing period. We found no exceptions.
 - ii. Complied with rates in force during the audit period multiplied by the consumption amount recorded for the billing period. We found no exceptions.
 - c. Receipt was posted to the proper fund and was recorded in the year received. We found no exceptions.

3. We inspected the Accounts Receivable Aging Summary Report.
 - a. The report listed no accounts receivable as of December 31, 2023 and 2022.
 - b. There were no amounts that were recorded as more than 90 days delinquent as of December 31, 2023 and 2022.

Rent Receipts

We selected 10 rent cash receipts from the year ended December 31, 2023 and 10 rent cash receipts from the year ended 2022 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the QuickBooks ledger. The amounts agreed.
- b. Agreed the rate charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the QuickBooks ledger to confirm the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2021.
2. We inquired of management and inspected the QuickBooks ledger for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. There were no new debt issuances, nor any debt payment activity during 2023 or 2022.

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the QuickBooks ledger for the year ended December 31, 2023 and 10 from the year ended December 31, 2022 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 QuickBooks ledger 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.

Sunshine Law Compliance

1. We obtained and inspected the Airport's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with Airport management and determined that the Airport did not have any completed, denied or redacted public records requests during the engagement period.
3. We inquired with Airport management and determined that the Airport did not have a records retention schedule during the engagement period and therefore could not make it readily available to the public as required by Ohio Rev. Code § 149.43(B)(2).
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.

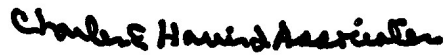
5. We inquired with Airport management and determined that the Airport did not have a policy manual during the engagement period therefore the public records policy could not be included as required by Ohio Rev. Code § 149.43(E)(2).
6. We observed that the Airport's poster describing their Public Records Policy was displayed conspicuously in all branches of the Airport as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We did not select any applications submitted to the Records Commission for one-time disposal of obsolete records, and management's review of the schedules of records retention and dispositions for the engagement period. The Airport is not subject to the Ohio Rev. Code records authority. Therefore, this step is not applicable and applications were not inspected or inquired about.
8. We inquired with Airport management and determined that the Airport did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. We attempted to inspect the public notices for the public meetings held during the engagement period to determine the Airport notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found that the notices were not posted nor were they published in the local paper.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
 - a. Prepared – a file is created following the date of the meeting
 - b. Filed – placed with similar documents in an organized manner
 - c. Maintained - retained, at a minimum, for the engagement period
 - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
 - a. Executive sessions were only held at regular or special meetings.
 - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code §121.22(G).
 - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

1. Ohio Rev. Code §117.38 requires airports to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. The Auditor of State established policies regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Airport filed their complete financial statements, as defined by AOS Bulletin 2015-007 and the Auditor of State established policy within the allotted timeframe for the years ended December 31, 2023 and 2022 in the Hinkle system. We found no exceptions.

We were engaged by the Airport to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Airport's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Airport and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



CHARLES E. HARRIS & ASSOCIATES, INC.

April 8, 2024

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OHIO AUDITOR OF STATE KEITH FABER



ASHLAND COUNTY REGIONAL AIRPORT AUTHORITY

ASHLAND COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 6/13/2024

65 East State Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov