



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
(800) 282-0370

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Fairfield County Port Authority  
Fairfield County  
4465 Coonpath Road NW  
Carroll, Ohio 43112

We have performed the procedures enumerated below on the Fairfield County Port Authority's (the Port Authority) receipts, disbursements and balances recorded in the GAAP-basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to these transactions and balances, included in the information provided to us by the management of the Port Authority. The Port Authority is responsible for the receipts, disbursements and balances recorded in the GAAP basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Port Authority.

The Board of Trustees and the management of the Port Authority have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Port Authority's receipts, disbursements and balances recorded in their GAAP basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to these transactions and balances. 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. Fairfield County is the custodian for the Port Authority's deposits, and therefore the County's deposit and investment pool holds the Authority's assets. We compared the Port Authority's fund balances reported on its December 31, 2022 Account Summary Trial Balance Report and the Balance Sheet Report to the balance reported in the 2022 Hinkle filed financial statements. We noted the fund balances in the Account Summary Trial Balance Report and the Balance Sheet Report were \$264 higher than the balance reported in the Hinkle filed financial statements.

---

Efficient • Effective • Transparent

2. We agreed the January 1, 2021 beginning fund balances for each fund recorded in the Account Summary Trial Balance Report and the Balance Sheet Report to the December 31, 2020 balances in the prior year Hinkle filed financial statements. We found no exceptions. We also agreed the January 1, 2022 beginning fund balances for each fund recorded in the Account Summary Trial Balance Report and the Balance Sheet Report to the December 31, 2021 balances in the Account Summary Trial Balance Report and the Balance Sheet Report. We found no exceptions.

### **Other Confirmable Cash Receipts**

We confirmed the 10 investment receipts posted in the 2021 MUNIS Account Detail History Revenue Report to the County Board of Commissioner resolutions. We found no exceptions.

- a. We inspected the MUNIS Account Detail History Revenue Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
- b. We inspected the MUNIS Account Detail History Revenue Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Other Receipts**

We selected all other receipts from the year ended December 31, 2022 and:

- a. Agreed the receipt amount in the Account Detail History Revenue Report and the Transaction Register Report to supporting documentation. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Account Detail History Report and the Transaction Register Report to determine the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

### **Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2020.
2. There were no new debt issuances, nor any debt payment activity during 2022 or 2021.

### **Ohio Department of Higher Education Grant**

1. We inquired of management and inspected the meeting minutes and determined the Port Authority established a Workforce Program Committee with Hocking College and Ohio University - Lancaster for advisory purposes in developing workforce training plans and Workforce Training Center operations as required by the Grant's Memorandum of Understanding (MOU). We found no exceptions.
2. We inspected the Fiscal Expenditures Reports ("FERs") submitted to the Ohio Department of Higher Education on July 24, 2020, and September 3, 2021 and determined:
  - a. The final FER submitted on September 3, 2021, included distributing the \$747,094 of the grant revenue to Hocking College and \$500,000 of the grant revenue to Ohio University - Lancaster. The remaining unspent balance of the grant revenue of \$2,906 was returned to the Treasurer of State as required per the Grant's MOU. We found no exceptions.
  - b. The initial FER was submitted to the Department by August 1, 2020. We found no exceptions.

3. We observed the prior Basic Audit working papers and \$81,765 of the \$750,000 was disbursed to Hocking College on 7/27/2020. We selected the remaining \$750,000 disbursements to Hocking College in 2021 and 2022 dated 2/8/2021 and 7/29/2021 and \$500,000 disbursements to Ohio University – Lancaster dated 8/16/2021 from the Account Detail History Report and determined whether:
  - a. The disbursements to
    - i. Hocking College were disbursed in three payments instead of one as outlined in the MOU for services performed in accordance with Article I. B1-5 of the Grant's MOU.
    - ii. Ohio University - Lancaster were a one-time payment for services performed in accordance of Article I. C. of the Grant's MOU. 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 Account Detail History Report and to the names and amounts on the supporting invoices. We found no exceptions.
  - c. We found one payment for \$200 to the Ohio Council of Port Authorities that was posted to a fund that was not consistent with the restricted purpose for which the fund's cash can be used.
  - d. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code § 5705.41(D). We found no exceptions.

#### **Non-Payroll Cash Disbursements**

1. We selected all disbursements from the Transaction Register Report for the year ended December 31, 2022 and all from the year ended 2021 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 Transaction Register 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.
  - d. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code § 5705.41(D). We found no exceptions.

#### **Compliance – Budgetary**

1. Ohio Rev. Code §§ 5705.28(B)(2) and 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total approved appropriations (Ohio Rev. Code §§ 5705.38 and 5705.40) plus any carryover appropriations for the years ended December 31, 2022 and 2021. Expenditures for 2022 exceeded total appropriations by \$8,678, contrary to Ohio Rev. Code §§ 5705.28(B)(2) and 5705.41(B).
2. We inspected the Reconciliation Summary Report and the Account Summary Trial Balance Report for the years ended December 31, 2022 and 2021 for negative cash fund balance. Ohio Rev. Code § 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. There were no funds having negative cash fund balances.

### Sunshine Law Compliance

1. We obtained and inspected the Port Authority'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.
  - a. We inquired with Port Authority management and determined that the Port Authority did not have any completed public records requests during the engagement period.
  - b. The Port Authority did not have any denied public records requests during the engagement period.
  - c. The Port Authority did not have any public records requests with redactions during the engagement period.
3. We inquired whether the Port Authority had a records retention schedule and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
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 inspected the Port Authority's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We observed that the Authority's poster describing their Public Records Policy was displayed conspicuously in all branches of the Authority as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Port Authority management and determined that the Port Authority did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Port Authority management and determined that the Port Authority 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 inspected the public notices for the public meetings held during the engagement period and determined the Port Authority 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 no exceptions.
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 port authorities 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. 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 Port Authority filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2022 and 2021 in the Hinkle system. We found no exceptions.

We were engaged by the Port Authority 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 Port Authority'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 Port Authority 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.



Keith Faber  
Auditor of State  
Columbus, Ohio

January 29, 2024

**THIS PAGE INTENTIONALLY LEFT BLANK**



# OHIO AUDITOR OF STATE KEITH FABER



**FAIRFIELD COUNTY PORT AUTHORITY**

**FAIRFIELD 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 2/8/2024**

88 East Broad 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](http://www.ohioauditor.gov)