



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

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

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Noble County Regional Airport Authority, Noble County, Ohio (the Airport), for the years ended December 31, 2022 and 2021.

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 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, 2022 and 2021.

The Airport'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. We noted the Airport did not file its 2022 and 2021 financial reporting packages until September 14, 2023, and August 31, 2022, respectively. Ohio Rev. Code § 117.38 provides that cash-basis entities must file annual reports with the Auditor of State within 60 days of the fiscal year end. The Auditor of State may extend the deadline for filing a financial report and establish terms and conditions for any such extension. The Airport should file its financial report within 60 days of the fiscal year end.

Our prior engagement noted the Airport did not file its 2020 and 2019 financial reporting packages within 60 days of the fiscal year end.

2. We noted the Airport did not adopt a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings. Ohio Rev. Code § 121.22(F) provides that every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. Airport management should take appropriate action to ensure that proper notification is made for all meetings of the Airport.

Our prior engagement noted the Airport did not establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings.

Current Year Observations (Continued)

3. We noted the Airport did not have a formal records retention schedule. Ohio Rev. Code § 149.43(B)(2) states, in part, a public office shall have available a copy of its current records retention schedule at a location readily available to the public. Ohio Rev. Code § 149.381 states, in part, when a records commission has approved a schedule of records retention, the records commission shall send that schedule of records retention to the Ohio history connection for its review. Upon completion of its review, the Ohio Historical Connection shall forward the schedule of records retention to the auditor of state for the auditor of state's approval or disapproval. The Airport should adopt a formal records retention schedule and send it to the Ohio history connection for review.

Our prior engagement noted the Airport did not have a formal records retention schedule.

4. We noted the Airport has not adopted a public records policy. Ohio Rev. Code § 149.43(E)(2) provides that every public office must have a policy in place for responding to public records requests. Generally, a public records policy cannot: (1) limit the number of public records the office will make available to a single person; (2) limit the number of public records the office will make available during a fixed period of time; and (3) establish a fixed period of time before the office will respond to a request for inspection/copying of public records unless that period is less than eight hours. However, pursuant to Ohio Rev. Code § 149.43(B)(7)(c), the policy may limit the number of public records the public office will physically deliver by U.S. Mail or other delivery service to ten per month unless the person certifies to the office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" is narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research. Ohio Rev. Code § 149.43(E)(2) further requires all public offices take certain actions with regard to their public record policy. Public offices must distribute their Public Records Policy to the employee who is the records custodian/manager or otherwise has custody of the records of that office and have that employee acknowledge receipt of the Public Records Policy; create and display in a conspicuous place in all locations where the public office has branch offices a poster describing the public records policy; and, if the public office has a manual or handbook of its general policies and procedures for all employees, include the public records policy in that manual or handbook. The Airport should establish a public records policy in accordance with the aforementioned Ohio Revised Code Sections.

Our prior engagement noted the Airport did not have a public records policy.

5. We noted a formal monthly bank reconciliation was not prepared during the audit period. However, per review of the bank statements, we noted checkmarks on the bank statements made by the Fiscal Officer providing evidence she reviewed the bank statements and checked receipts and expenditures of the Airport to the bank statements. There was no documentation of the governing board review of the bank reconciliation. 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.

Our prior engagement noted the Airport did not prepare formal monthly bank reconciliations nor was their documentation of the governing board review of the bank reconciliations.

Current Year Observations (Continued)

6. We noted six of the 2022 expenditures, and three of the 2021 expenditures did not have supporting documentation attached to the monthly bank statement. Supporting documentation for all expenditures should be retained by the Airport and presented for audit.

Our prior engagement noted the Airport did not maintain supporting documentation for all expenditures.

7. We noted the Airport did not maintain a receipts ledger for all receipt activity. However, the Airport did maintain ledgers for hanger rentals and fuel sales. The hanger rentals 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. The Airport did periodically reconcile fuel sales to fuel in the tank. Also, the Airport did not maintain a receivable log to document account receivable amounts due at year-end. The Airport should make certain the hanger rent ledger and the fuel sale log include all relevant information. Also, the Airport should maintain a year-end receivable schedule for any balances due.

Our prior engagement noted the Airport did not maintain a receipts ledger for all receipt activity nor did the hanger rent ledger and fuel sale log include all relevant information.



Keith Faber
Auditor of State
Columbus, Ohio

May 7, 2024

OHIO AUDITOR OF STATE KEITH FABER



NOBLE COUNTY REGIONAL AIRPORT AUTHORITY

NOBLE 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 5/28/2024

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This report is a matter of public record and is available online at
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