

**ASHLAND REGIONAL AIRPORT AUTHORITY  
ASHLAND COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED  
DECEMBER 31, 2011 AND 2010**





# Dave Yost • Auditor of State

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

We have reviewed the *Independent Auditors' Report on Applying Agreed-Upon Procedures* of the Ashland Regional Airport Authority, Ashland County, prepared by Willoughby & Company, Inc., for the period January 1, 2010 through December 31, 2011. 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.

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

Dave Yost  
Auditor of State

August 23, 2012

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# 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

June 22, 2012

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

## INDEPENDENT AUDITORS' 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, 2011 and 2010 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, 2011 and December 31, 2010 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2010 beginning balance recorded in the Treasurer's Report to the December 31, 2009 balance in the prior year agreed-upon statements. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2011 and 2010 fund cash balances reported in the Treasurer's Reports. The amounts agreed.
4. We confirmed the December 31, 2011 bank account balance with the Airport's financial institution. We found no exception.
5. We select the only outstanding check from the December 31, 2011 bank reconciliation. There
  - a. We traced each debit to the subsequent January bank statement. We found no exception.
  - b. We traced the amount and date to the check register, to determine the debit was dated prior to December 31. We noted no exception.

**Intergovernmental and Other Confirmable Cash Receipts**

- 1. We confirmed the amounts paid from Ashland County to the Airport in 2011 and 2010 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 2011 and 2010, 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**

- 1. We haphazardly selected 10 rent cash receipts from the year ended December 31, 2011 and 10 rent cash receipts from the year ended 2010 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. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2009.**
  
- 2. We inquired of management, and scanned the Income and Expense Report for evidence of debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. We noted no new debt issuances, nor any debt payment activity during 2011 or 2010.**

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**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 2011 or 2010.**

**Non-Payroll Cash Disbursements**

1. **For the Income and Expense Report, we refooted checks recorded as disbursements for repairs and maintenance for 2011. We found no exceptions.**
2. **We agreed total disbursements from the Income and Expense Report for the years ended December 31, 2011 and 2010 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, 2011 and ten from the year ended December 31, 2010 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, 2011 and 2010 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 a runway project exceeding \$15,000, subject to Ohio Rev. Code Section 308.13(A). For this project, we noted that the Board advertised the project in a local newspaper, and selected the lowest and best bidder.**

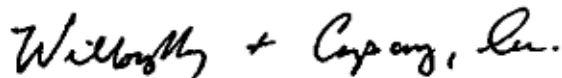
2. **For the runway project described in step 1 above, we read the contract and noted that it required the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05. The contract included the Ohio Department of Commerce's schedule or prevailing rates.**

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**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,

A handwritten signature in black ink that reads "Willoughby & Company, Inc." The signature is written in a cursive, flowing style.

**Willoughby & Company, Inc. – Certified Public Accountants**





# Dave Yost • 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  
SEPTEMBER 4, 2012**