



Dave Yost • Auditor of State



**GEAUGA COUNTY AIRPORT AUTHORITY  
GEAUGA COUNTY**

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Geauga County Airport Authority  
Geauga County  
15421 Old State Road  
P.O. Box 1308  
Middlefield, Ohio 44062

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Geauga County Airport Authority (the Airport) 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, 2013 and 2012, 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, 2013 and December 31, 2012 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2012 beginning fund balances recorded in the Reconciliation Summary Reports to the December 31, 2011 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2013 beginning fund balances recorded in the Reconciliation Summary Reports to the December 31, 2012 balances in the Reconciliation Summary Reports. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2013 and 2012 fund cash balances reported in the Reconciliation Detail Reports. The amounts agreed.
4. We confirmed the December 31, 2013 bank account balances with the Airport's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2013 bank reconciliation without exception.
5. We selected all outstanding checks from the December 31, 2013 bank reconciliation:
  - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
  - b. We traced the amounts and dates to the check register, to determine the checks were dated prior to December 31. We noted no exceptions.

### **Cash (Continued)**

6. We tested interbank account transfers occurring in December of 2013 to determine if they were properly recorded in the accounting records and on each bank statement. We found no exceptions.

### **Intergovernmental Receipts**

We selected all the receipts from the Geauga County Airport Revenue and Expense Detail report from 2013 and from 2012.

- a. We compared the amount from the above report to the amount recorded in the Grant Receipts and Expenditure Report. The amounts agreed.
- b. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
- c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

### **Sale of Fuel Receipts**

1. We haphazardly selected 10 sale of fuel cash receipts from the year ended December 31, 2013 and 10 sale of fuel cash receipts from the year ended December 31, 2012 recorded in the duplicate cash receipts book and determined whether the:
  - a. Receipt amount agreed to the amount recorded in the Fuel Cash Receipts Ledger. 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.
2. We haphazardly selected 10 fuel collection cash receipts from the year ended December 31, 2013 and 10 fuel collection cash receipts from the year ended December 31, 2012 recorded in the read the Fuel Cash Receipts Ledger and determined whether:
  - a. Receipt amount per the Fuel Cash Receipts 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 read the Accounts Receivable Aging Summary Report.
  - a. We noted this report listed \$7,727 and \$11,768 of accounts receivable as of December 31, 2013 and 2012, respectively.
  - b. Of the total receivables reported in step 3a, \$519 and \$885 were recorded as more than 90 days delinquent as of December 31, 2013 and 2012, respectively.

**Rent Receipts**

We haphazardly selected 10 rent cash receipts from the year ended December 31, 2013 and 10 rent cash receipts from the year ended December 31, 2012 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Revenue Ledger. 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, 2011.
- 2. We noted no new debt issuances, nor any debt payment activity during 2013 or 2012.

**Payroll Cash Disbursements**

- 1. We haphazardly selected one payroll check for all employees from 2013 and one payroll check for all employees from 2012 from the General Ledger Report:
  - a. We compared the hours and pay rate, or salary recorded in the General Ledger Report to supporting documentation (timecard or legislatively approved rate or salary). We found two instances of pay periods where an employee was underpaid by \$1 per hour for all hours worked, resulting in a total underpayment of \$29. We brought this to management's attention. Because we did not test all pay periods for this employee, our report provides no assurance whether or not other similar errors occurred.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
  - c. We determined whether the fund and account codes to which the check was posted were reasonable based on the employees' duties as documented in the minute records. We also determined whether the payment was posted to the proper year. We found no exceptions.
- 2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2013 to determine whether remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2013. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare	January 31, 2014	January 6, 2014	\$544.80	\$544.80
State income taxes	January 15, 2014	January 6, 2014	105.18	105.18
Local income tax	January 31, 2014	January 6, 2014	48.90	48.90
OPERS retirement	January 30, 2014	January 6, 2014	391.20	391.20

### Non-Payroll Cash Disbursements

1. From the General Ledger, we re-footed checks recorded as General Fund disbursements for *Fuel*, and checks recorded as *capital outlay* in the Grant fund for 2013. We found no exceptions.
2. We haphazardly selected ten disbursements from the General Ledgers for the year ended December 31, 2013 and ten from the year ended December 31, 2012 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 General 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.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on 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 would have been reported to you.

This report is intended solely for the information and use of management, those charged with governance, and others within the Airport, and is not intended to be, and should not be used by anyone other than these specified parties.



**Dave Yost**  
Auditor of State  
Columbus, Ohio

May 5, 2014





# Dave Yost • Auditor of State

**GEAUGA COUNTY AIRPORT AUTHORITY**

**GEAUGA 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  
MAY 20, 2014**