

ASHLAND REGIONAL AIRPORT AUTHORITY

ASHLAND COUNTY, OHIO

AGREED UPON PROCEDURES

For the Years Ended December 31, 2015 and 2014





Dave Yost • Auditor of State

Board of Trustees
Ashland 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 Regional Airport Authority, Ashland County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2014 through December 31, 2015. 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 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

May 12, 2016

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**ASHLAND REGIONAL AIRPORT AUTHORITY
ASHLAND COUNTY
Audit Report
For the Years Ended December 31, 2015 and 2014**

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

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

We have performed the procedures enumerated below, with which the Board of Trustees and the management of 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, 2015 and 2014, 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, 2015 and December 31, 2014 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2014 beginning fund balances recorded in the QuickBooks ledger to the December 31, 2013 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2015 beginning fund balances recorded in the QuickBooks ledger to the December 31, 2014 balances in the QuickBooks ledger. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2015 and 2014 fund cash balances reported in the QuickBooks ledger. The amounts agreed.
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, 2015 bank reconciliation without exception.
5. We selected two (all) reconciling debits (such as outstanding checks) haphazardly from the December 31, 2015 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement on the financial institutions website. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. We noted no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected one receipt (all) from the County Auditor's DTLs from 2015 and two from 2014 (all).
 - a. We compared the amount from the above report to the amount recorded in the Income 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.
2. We confirmed the amounts paid from the Federal Aviation Administration to the Airport during 2014 with the Federal Aviation Administration. We found no exceptions.
 - a. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Sale of Fuel Receipts

1. We haphazardly selected 10 sales of fuel cash receipts from the year ended December 31, 2015 and 10 sale of fuel cash receipts from the year ended December 31, 2014 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, 2015 and 10 fuel collection cash receipts from the year ended December 31, 2014 recorded in the Fuel Cash Receipts Ledger and determined whether:
 - a. The 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. The 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 no accounts receivable as of December 31, 2015 and 2014.
 - b. There were no amounts that were recorded as more than 90 days delinquent as of December 31, 2015 and 2014.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2013.
2. We inquired of management, and scanned the Income Report and Expense Report for evidence of debt issued during 2015 or 2014 or debt payment activity during 2015 or 2014. We noted no new debt issuances, nor any debt payment activity during 2015 or 2014.

Payroll Cash Disbursements

1. Per inquiry of management and per review of the income and expense reports, it was noted that there were no employees for 2015 and 2014.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Expense Report for the year ended December 31, 2015 and ten from the year ended 2014 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 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.

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, the Board of Trustees, the Auditor of State, and others within the Airport, and is not intended to be, and should not be used by anyone other than these specified parties.

Charles Harris Associates

CHARLES E. HARRIS & ASSOCIATES, INC.

March 3, 2016



Dave Yost • Auditor of State

ASHLAND COUNTY 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
MAY 24, 2016**