



**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
PORTAGE COUNTY
Agreed-Upon Procedures
For the Years Ended December 31, 2017 and 2016**

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Vienna, WV 26105
304.422.2203

104 South Sugar St.
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1310 Market St.,
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749 Wheeling Ave.,
Suite 300
Cambridge, OH 43725
740.435.3417



Dave Yost • Auditor of State

Board of Trustees
Portage County Regional Airport Authority
4039 Nanway Blvd
Ravenna, OH Ravenna, OH 44266266

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Portage County Regional Airport Authority, Portage County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period January 1, 2016 through December 31, 2017. 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 Portage County 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

September 5, 2018

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**PORTRAGE COUNTY REGIONAL AIRPORT AUTHORITY
PORTRAGE COUNTY**

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Certified Public Accountants, A.C.

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

June 22, 2018

Portage County Regional Airport Authority
Portage County
4039 Nanway Blvd
Ravenna, OH 44266

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of **Portage County Regional Airport Authority**, Portage County (the Airport) and the Auditor of State on the receipts, disbursements and balances recorded in the Airport's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Airport. The Airport is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Airport. 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 recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. At December 31, 2017, we noted the bank reconciliation did not recalculate due to the Airport not properly recording a deposit in transit of \$175 on the bank reconciliation. We also noted the Airport incorrectly calculated reconciling debits in the amount of \$36. We found no other exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances to the December 31, 2015 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances to the December 31, 2016 balances in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances. The amounts did not agree by \$38 due to the Airport improperly calculated reconciling debits. We noted no other exceptions.

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Cash (Continued)

4. We confirmed the December 31, 2017 bank account balances with the Airport's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statements. 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. There were no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all receipts from the State Distribution Transaction Lists (DTL) from 2017. We also haphazardly selected five receipts from the Portage County Vendor Invoice List from 2017 and five from 2016.
 - a. We compared the amount from the above reports to the amount recorded in the Detailed Revenue Ledger. The amounts agreed.
 - b. We inspected the Detailed Revenue Ledger to determine that these receipts were allocated to the proper funds. We found no exceptions.
 - c. We inspected the Detailed Revenue ledger to determine 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 2016 and 2017 with the supporting documentation obtained from the Airport. We found no exceptions.
 - a. We inspected the Detailed Revenue Ledger to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Detailed Revenue Ledger to determine whether the 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, 2017 and 10 rent cash receipts from the year ended 2016 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the Detailed Revenue Ledger. The amounts agreed.
 - b. Agreed the rate charge complied with rates in force during the period. We found no exceptions.
 - c. Inspected the Detailed Revenue Ledger to confirm the receipt was posted to the proper fund, and was recorded in the proper year. We noted one receipt was not recorded in the proper period. We found no other exceptions.

Debt

1. From the prior audit documentation, we observed the following loans were outstanding as of December 31, 2015. These amounts agreed to the Airport's January 1, 2016 balances on the summary we used in procedure 3.

Issue	Principal outstanding as of December 31, 2015:
Loan from Portage County	\$339,021
Hangar Purchase	\$208,034

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Debt (Continued)

2. We inquired of management, and inspected the Detailed Revenue Ledger Journal and Detailed Expenditure Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of loan debt activity for 2017 and 2016 and agreed principal and interest payments from the related debt amortization schedules to General fund payments reported in the Detailed Expenditure Report. We also compared the date the debt service payments were due to the date the Airport made the payments. We found no exceptions.

Payroll Cash Disbursements

1. We selected one payroll check for all employees from 2017 and one payroll check for all employees from 2016 from the Detail Check Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Check Report to supporting documentation (timecard or legislatively-approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
 - c. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also confirmed the payment was posted to the proper year. We found no exceptions.
2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm 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 2017. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2018	January 29, 2018	\$221.24	\$221.24
State income taxes	January 31, 2018	January 25, 2018	\$45.57	\$45.57
OPERS retirement	January 31, 2018	January 23, 2018	\$394.56	\$394.56

Non-Payroll Cash Disbursements

1. From the Expenditure Register, we re-footed checks recorded as General Fund disbursements for *Fuel* for 2017. We found no exceptions.

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Portage County

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Non-Payroll Cash Disbursements (Continued)

2. We haphazardly selected ten disbursements from the Cash Disbursements Journal the year ended December 31, 2017 and ten from the year ended 2016 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 Detailed Expenditure 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.

Other Compliance

Ohio Rev. Code Section 117.38 requires airports 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, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the Airport's deadline where the initial filing was filed on time but incomplete. We confirmed the Airport 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, 2017 and 2016 in the Hinkle system. There were no exceptions.

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*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Airport'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.

This report is to provide assistance in the evaluation of the Airport's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Perry and Associates

Certified Public Accountants, A.C.

Marietta, Ohio



Dave Yost • Auditor of State

PORTEAGE COUNTY REGIONAL AIRPORT AUTHORITY

PORTEAGE 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.

A handwritten signature in cursive script that reads "Susan Babbitt".

CLERK OF THE BUREAU

CERTIFIED
SEPTEMBER 18, 2018