



Dave Yost • Auditor of State



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August 6, 2018

Wyandot County Regional Airport Authority
Wyandot County
10423 County Highway 42
Upper Sandusky, Ohio 43351

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of Wyandot County Regional Airport Authority, Wyandot County, Ohio (the Airport) for the years ended December 31, 2017 and 2016.

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, 2017 and 2016.

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 accounting issue to report.

Current Year Observation

Board of Trustees

The Wyandot County Regional Airport Authority Board of Trustees does not hold regular monthly meetings. During the fiscal years ending December 31, 2017 and 2016 the Board did not meet. By not meeting on a regular basis, the Board may not be able to effectively monitor the financial activity of the Authority, including the lack of reviewing bank reconciliations and approval of expenditures, and errors or irregularities could occur and not be detected in a timely manner.

Based on the size of the entity and the level of financial activity, meeting bi-monthly or quarterly could be sufficient for the Board to effectively govern the activity of the Airport. However, the Board should take steps at the beginning of each fiscal year to establish the quantity, frequency and dates of meetings which will be held in the upcoming year. Meetings should be held on a regular basis, such as quarterly or bi-monthly, and notification of these meetings should be made known to the public. The Board should have a quorum when in a meeting. By choosing to meet on a structured, regular basis, the Board can gain assurance that it is meeting frequently enough to effectively monitor the financial activity of the Authority.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State

August 6, 2018



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WYANDOT COUNTY REGIONAL AIRPORT AUTHORITY

WYANDOT 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
AUGUST, 21 2018