



OHIO AUDITOR OF STATE
KEITH FABER



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Kathy Crock, Fiscal Officer
Noble County Regional Airport Authority
Noble County
301 Lincoln Drive
Caldwell, Ohio 43724

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Noble County Regional Airport Authority, Noble County, (the Airport) for the years ended December 31, 2018 and 2017.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 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, 2018 and 2017.

The Airport's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 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 compliance or accounting issues to report.

Current Year Observations

1. While the Fiscal Officer evidenced her review of the bank statements with checkmarks, monthly bank reconciliations were not prepared during the audit period. Additionally, there was no evidence the governing board reviewed bank reconciliations.

Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period.

Also, the Airport's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or undetected theft.

2. Ohio Rev. Code § 117.38 states entities filing on a cash-basis must file annual reports with the Auditor of State within 60 days of the fiscal year-end.

The Airport did not file its 2017 and 2018 financial reporting packages until July 29, 2019 and September 19, 2019, respectively.

The Airport should make a complete filing within 60 days of the fiscal year-end.

Current Year Observations (Continued)

3. Supporting documentation for all expenditures is attached to the monthly bank statements.

We examined the supporting documentation for 2018 and 2017, five of the 2018 expenditures and two of the 2017 expenditures did have supporting documentation attached to the monthly bank statement.

Supporting documentation for all expenditures should be retained by the Airport and presented for audit.

4. The Airport did maintain a receipts ledger for all receipt activity. However, the hanger rent ledger and a fuel sale log were incomplete.

The hanger rent ledger and the fuel sale log were not complete and accurate. The hanger rent ledger did not include the date payments were received or beginning/ending balances owed/paid. The fuel sale log did not include the price per gallon or the date of payment. Also, the Airport did not maintain a receivable log to document account receivable amount due at year-end.

The Airport should make certain that the hanger rent ledger and the fuel sale log include all relevant information. Also, the Airport should maintain a year-end receivable schedule.

Current Status of Matters Reported in our Prior Engagement

Items 1-4 above are all repeated from our prior audit for the years ended December 31, 2018 and 2017.



Keith Faber
Auditor of State
Columbus, Ohio

November 12, 2019

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NOBLE COUNTY REGIONAL AIRPORT AUTHORITY

NOBLE 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
NOVEMBER 26, 2019**