



OHIO AUDITOR OF STATE
KEITH FABER



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Noble County Regional Airport Authority
Noble County
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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, Ohio (the Airport Authority), for the years ended December 31, 2020 and 2019.

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, 2020 and 2019.

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. **Ohio Rev. Code § 149.43(B)(2)** requires the Airport to have available a copy of its current records retention schedule at a location readily available to the public. The Airport has not adopted a records retention schedule. The Airport should establish a records retention policy in accordance with the foregoing Ohio Revised Code.
2. The Airport has not adopted a public records policy for responding to public records requests during the engagement period in accordance with **Ohio Rev. Code § 149.43(E)(2)**. Therefore, the Airport could not provide such policy to the custodian/manager, could not provide in Airport's policy manual and could not display such policy conspicuously in all branches of the Airport.
3. **Ohio Rev. Code § 121.22(F)** provides that every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. The Airport did not adopt a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings. Airport management should take appropriate action to ensure that proper notification is made for all meetings of the Airport.

Current Status of Matters Reported in our Prior Engagement

4. **Ohio Rev. Code § 117.38** provides that cash-basis entities must file annual reports with the Auditor of State within 60 days of the fiscal year end. The Auditor of State may extend the deadline for filing a financial report and establish terms and conditions for any such extension.

Our prior engagement noted the Airport failed to file their 2018 and 2017 annual financial report within the allotted 60 days.

Current Status of Matters Reported in our Prior Engagement (Continued)

4. Ohio Rev. Code § 117.38 (Continued)

The Airport did not file its 2020 and 2019 financial reporting packages until August 21, 2021 and September 15, 2020, respectively.

5. A formal monthly bank reconciliation was not prepared during the audit period. However, per review of the bank statements, we noted checkmarks on the bank statements made by the Fiscal Officer providing evidence she reviewed the bank statements and checked receipts and expenditures of the Airport to the bank statements. There was no documentation of the governing board review of the bank reconciliation.

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.

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

We examined the supporting documentation for 2020 and 2019, four of the 2020 expenditures and two of the 2019 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.

7. The Airport did not maintain a receipts ledger for all receipt activity. However, the Airport did maintain ledgers for hanger rentals and fuel sales.

The hanger rentals 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. The Airport did periodically reconcile fuel sales to fuel in the tank. 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.



Keith Faber
Auditor of State
Columbus, Ohio

December 1, 2021

OHIO AUDITOR OF STATE KEITH FABER



NOBLE COUNTY REGIONAL AIRPORT AUTHORITY

NOBLE COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 12/14/2021

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This report is a matter of public record and is available online at
www.ohioauditor.gov