**Airport Authority**

**AOS Regulatory Basis Footnote Shell**

**Revised December 2023**

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| **Note: This shell is a guide for preparing your annual footnotes to the financial statements when filed on the AOS Regulatory Basis. These footnotes are not all inclusive and might include disclosures not applicable to your particular Airport. Modify, delete, or add additional disclosures as necessary. Additional disclosures can be copied in from the AOS Regulatory Basis Generic Special Purpose Government Notes Shell.**  **Items highlighted in yellow are provided for guidance purposes only and should be deleted prior to submission.**  **See GASB Codification 2300 – Notes to the Financial Statements. As communicated in paragraph .102, the notes to the financial statements should communicate information essential for fair presentation of the basic financial statements that is not displayed on the face of the financial statements. As such, the notes form an integral part of the basic financial statements. Notes should focus on the primary government—specifically, its governmental activities, business-type activities, major funds, and nonmajor funds in the aggregate. Information about the government's discretely presented component units should be presented as discussed in paragraph .105.**  **Items highlighted in green are items that are generic, and should be reviewed for entity specific information and modified to report specifics for your Authority.**    **In this sample 20CY means current year and 20PY means prior year and would be replaced with the four digit current year (for example 2023) or four digit prior year (for example 2022).** |

***Aqua Highlights are 2023 updates.***

* ***Where these highlights are included within yellow highlighted areas, this information is for reference only and should be deleted prior to submission.***
* ***Where these highlights are included within green highlighted areas, this information should be reviewed and modified to report specifics for your entity.***
* ***Where these highlights are not within another color, you will need to review to determine if this applies to your specific entity, and modify or delete.***
* ***Updates have been made related to GASB 96, Subscription-Based Information Technology Arrangements, please see AOS Bulletin 2023-005 for additional information.***  [Bulletin\_2023-005.pdf (ohioauditor.gov)](https://ohioauditor.gov/publications/bulletins/2023/Bulletin_2023-005.pdf)
* ***Although uncommon for smaller governments, GASB 94, Public-Private and Public-Public Partnerships (PPP) and Availability Payment Arrangements (APA) disclosures can be added with leases and SBITAs and with debt, if applicable.***
* ***Please note, Note 17 related to COVID-19 has been updated.***
* ***If you are a participant in the OneOhio or Monsanto Legal Settlements, see the generic special purpose government notes for sample disclosure.***

**Note 1 – Reporting Entity**

*[Modify as needed.]*

The XYZ Airport Authority (the Authority), ABC County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The *[list appointing party(ies), which should be described in the resolution creating the Authority] appoints [number]* Board members to direct the Authority. The Authority is responsible for the safe and efficient operation and maintenance of the XYZ Airport Authority.

***Joint Ventures, Jointly Governed Organizations, Public Entity Risk Pools, and Related Organizations***

*[Review GASB Codification 2100, Defining the Financial Report Entity, for guidance. Delete if the Authority does not participate in jointly governed organizations, joint ventures and/or public entity risk pools or is not associated with related organizations.]* The Authority participates in jointly governed organizations, joint ventures, and a public entity risk pool. *<< [Modify as necessary.]*  Notes XX, XX, and XX to the financial statement provide additional information for these entities. *[Include the appropriate footnote(s). Notes 10 - 12 provide additional guidance. <<modify note #’s as necessary)]* The Authority’s management believes this financial statement presents all activities for which the Authority is financially accountable. *(Continue with the following if applicable; otherwise, delete the rest of this paragraph.)*, except the financial statement does not include debt service funds external custodians maintain. Note XX to the financial statement describes these assets. *<<modify note #’s as necessary*

**Note 2 – Summary of Significant Accounting Policies**

***Basis of Presentation***

The Authority’s financial statement consists of a statement of receipts, disbursements and changes in fund balances (regulatory cash basis).

***Basis of Accounting***

The financial statement follows the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C). This basis is similar to the cash receipts and disbursements accounting basis. The Authority recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

This statement includes adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (C) permit.

***Deposits and Investments***

The Authority’s accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Authority values U.S. Treasury Notes and common stock at cost [or fair value when donated]. *<<DELETE IF NO DONATED INVESTMENTS.*  Money market mutual funds are recorded at share values the mutual funds report. Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value. [*Modify this note as needed. Only describe investments actually held during the fiscal year. Equity securities (stock) are normally illegal, unless donated. Consult with your Legal Counsel if in doubt about an investment’s legality. Also, if equity securities have an impaired value deemed “other than temporary,” write them down to fair value.]*

***Capital Assets***

The Authority records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statement does not report these items as assets. [*Delete this footnote if the Entity does not own any Capital Assets.*]

***Accumulated Leave***

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statement does not include a liability for unpaid leave. [*Delete this footnote if no employees are entitled to these benefits*.]

***Leases and SBITAs***

The Authority is the lessor/lessee in various leases (as defined by GASB 87) related to buildings, vehicles, and other equipment under noncancelable leases. Lease revenue/disbursements are recognized when they are received/paid. *(Edit as needed. This note can be deleted if the Authority has no GASB 87 leases)*

The Authority has entered into noncancelable Subscription-Based Information Technology Arrangements (SBITA) contracts (as defined by GASB 96) for several types of software including contracts related to financial systems and various other software. Subscription disbursements are recognized when they are paid. (Edit as needed. This paragraph can be deleted along with the reference to SBITAs in the note heading, if the Authority has no GASB 96 SBITAs.)

The following is instructional. If the authority has any PPPs or APAs under GASB 94, add explanation. See sample language in the generic special purpose government notes.

***Fund Balance***

*[Although regulatory filers follow a simplified approach, review GASB 54, Fund Balance Disclosures, paragraphs 5-23 and GASB Codification 1800, Classification and Terminology, paragraph .183, for guidance. Delete if the Entity is not subject to GASB 54.]*

Fund balance is divided into five classifications based primarily on the extent to which the Authority must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

***Nonspendable*** The Authority classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Authority.

***Restricted*** Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

***Committed*** The Board can *commit* amounts via formal action (resolution). The Authority must adhere to these commitments unless the Board amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

***Assigned*** Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

***Unassigned*** Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Authority applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

For regulatory purposes, limited disclosure related to fund balance is included in Note 15.  (update note number as needed)

**Note 3 – Deposits and Investments**

The Authority maintains a deposits and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31 was as follows:



*[Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs. Delete any rows that are not applicable to the Authority.]*

*[Insert amounts from Year End Reconciliation. (i.e. Demand deposits are checking balance less reconciling items such as outstanding checks and deposits in transit) Total Deposits and Investments should agree to total Financial Statement Year End Balance.]*

*If the Authority also has segregated accounts, such as clearing accounts (including a payroll clearing account) and amounts with fiscal and escrow agents that are not part of this pool, please see the Village note shell for additional required disclosures at the following link:* [*http://www.ohioauditor.gov/references/shells/regulatory.html*](http://www.ohioauditor.gov/references/shells/regulatory.html)*.*

At December 31, 20CY,the Authority held $XXX in equity securities. Equity securities are not eligible investments for the Authority under Ohio law. *[Insert other time period if other than 12/31/XX these investments were held during the fiscal year. Also include any other ineligible investments. Note that entities may be allowed to hold equity securities, if required under a trust agreement. Check with your Authority’s Legal Counsel.]*

***Deposits***

*Effective July 1, 2017, the Ohio Pooled Collateral System (OPCS) was implemented by the Office of the Ohio Treasurer of State. Financial institutions have the option of participating in OPCS or collateralizing utilizing the specific pledge method. The following note will need to be customized to fit the Authority’s specific situation: 1) Participating in OPCS or 2) Financial institution utilizing specific securities to collateralize deposit.*

Deposits are insured by the Federal Deposit Insurance Corporation; [or] collateralized by securities specifically pledged by the financial institution to the Authority; *[delete if there is no specific pledging]* or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution. *[delete if no pool is used]*

At December 31, 20CY, *[Insert other time period if applicable during the fiscal year.]* $XXX of deposits were not insured or collateralized, contrary to Ohio law. (Modify as needed. If deposits are not collateralized due to reduced collateral through OPCS, describe the collateral, and delete “contrary to Ohio law.”)

***Investments***

(Delete if your Authority does not have investments.) (The following MUST be modified, based on the Authority’s circumstances. It may be best to discuss the arrangement with a knowledgeable officer of the financial institution.) The Federal Reserve holds the Authority’s U.S. Treasury Notes in book-entry form, in the name of the Authority’s financial institution. The financial institution maintains records identifying the Authority as owner of these securities.

[The following sentences describe some repurchase agreements / sweep accounts. However, circumstances may require modification to this disclosure. Also, not all sweep accounts are repurchase agreements.] The Authority’s financial institution transfers securities to the Authority’s agent to collateralize repurchase agreements. The securities are not in the Authority’s name.

[The following may describe some equity securities, but you should check with the broker-dealer or financial institution.] A financial institution’s trust department holds the Authority’s equity securities in book-entry form in the Authority’s name.

Investments in STAR Ohio and mutual funds are not evidenced by securities that exist in physical or book-entry form.

**Note 4 – Risk Management**

*(Note: Use only the paragraphs that apply. Some of the descriptions below are mutually exclusive, so you must make appropriate modification.) (If your Authority belongs to Ohio Plan Healthcare Consortium, Inc. (OPHC), Ohio Plan Risk Management, Inc. (OPRM), Ohio Municipal League Self Insurance or Public Entities Pool (PEP) see* [*http://www.ohioauditor.gov/references/shells/footnotes.html*](http://www.ohioauditor.gov/references/shells/footnotes.html) *for applicable risk management footnote. Replace the applicable parts of the footnote below with the specialized footnote.)*

*(If the footnote at the link above is not for the fiscal year you are reporting, please obtain the necessary information from these risk management agencies, as applicable. If the footnote information is not available for your fiscal year from these agencies, use the most recent information available and add a note in your footnote referencing the time period of the information reported and indicate it is the most recent information available at the time the footnotes were prepared.)*

***Workers’ Compensation***

*The specialized footnote can be inserted here.*

*OR, if not included in a risk pool or group rating for WC, use the paragraph below:*

Workers’ Compensation coverage is provided by the State of Ohio. The Authority pays the State Workers’ Compensation System a premium based on a rate per $100 of salaries. This rate is calculated based on accident history and administrative costs. *(If material; can be deleted if immaterial*.)

***Commercial Insurance***

The Authority has obtained commercial insurance for the following risks:

* Comprehensive property and general liability;
* Vehicles; and
* Errors and omissions.

The Authority is uninsured for the following risks:

* Comprehensive property and general liability;
* Vehicles; and
* Errors and omissions.

*(Insert the following sentence if uninsured losses were material.)* During 20CY, the Authority paid $XXX for losses that exceeded insurance coverage.

*(Also disclose any significant changes in coverage from the prior year.*)

***Risk Pool Membership***

The Authority is a member of the XYZ Joint Self Insurance Pool (the Pool). The Pool assumes the risk of loss up to the limits of the (name of subdivision’s) policy. The Pool may make supplemental assessments if the experience of the overall pool is unfavorable. *[Modify the preceding sentence as needed.]* The Pool covers the following risks:

* General liability and casualty;
* Public official’s liability; and
* Vehicle.

The Pool reported the following summary of actuarially-measured liabilities and the assets available to pay those liabilities as of December 31:



***Self-Insurance***

The Authority is also self-insured for [describe type of coverage, such as employee health or liability insurance]. The Self-Insurance Fund pays covered claims to service providers, and recovers these costs from charges to other funds based on an actuarially determined cost per employee. *[OR]* Interfund rates are charged based on claims approved by the claims administrator. *[OR]* describe other method of cost recovery. A comparison of Self-Insurance Fund cash and investments to the actuarially-measured liability as of December 31 follows:



***Self-Insurance Footnote Comments:***

*As stated above, this example footnote will always require considerable modification. For example, the illustration describes an entity that simultaneously has obtained commercial liability insurance, has no liability insurance, and has pooled its liability risk. Usually only one of these three conditions will apply.*

*The example also describes an entity that has joined a pool to insure liability risks and is self-insured for health insurance. The opposite may apply, or some other combination may apply.*

*As illustrated in the second commercial insurance paragraph, we request you disclose if you have elected to forego liability insurance. You would be considered uninsured when you have none of the following:*

*1. Commercial insurance coverage*

*2. A self-insurance fund*

*3. Fund equity reserved for self-insurance under 5705.13 (A) (2)*

*4. Participates in a self insurance pool*

*5. Annual appropriations for claims costs reasonably sufficient to cover those costs.*

*There is no requirement to disclose a lack of health insurance coverage. Health insurance coverage is an employee benefit; failing to insure health coverage is a risk for employees, not a direct risk to a subdivision. Conversely, you should disclose if you have contractually agreed to cover employee health costs. Such costs are often significant and therefore of interest to financial statement readers.*

*The two-year comparison of cash and investments vs. actuarial-liabilities is a useful measurement of the adequacy of your funding methods / formulas. A significant excess of liabilities over assets or a trend showing a deteriorating excess of assets should warn management and financial statement users that current funding methods / formulas may require modification. In such instances, management must disclose plans to address the issue.*

*If the notes do not address management’s plans regarding a material deficiency of actuarial liabilities greater than related assets, your auditors will consider whether the disclosure is sufficient and whether a going concern contingency exists (See Auditing Standards Section AU-C 705). For going concern considerations see GASB Codification Section 2250 Starting at Paragraph .117.*

*While the Auditor of State believes all subdivisions with significant self-insurance commitments should have an actuary measure the liability annually, the Revised Code does not require this for all subdivisions or all types of insurance (see Appendix 2 in Bulletin 2001-05). If the Revised Code requires the measurement, but you elect not to comply, you would be unable to prepare the comparison of assets with actuarial liabilities, and auditors would need to consider (1) qualifying their financial statement opinions for an inadequate disclosure and (2) reporting a material noncompliance finding in the report on compliance and internal controls required by Government Auditing Standards.*

*However, if the Revised Code does not require you to actuarially measure your liabilities, the lack of an actuarial disclosure would not affect auditors’ reports. The disclosure could still describe the funding methods. You should also disclose if you were unable to pay claims in a timely manner.*

**Note 5 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System*** *(Delete note if no employees are entitled to these benefits)*

The/Several *[Modify reference to number of employees participating in OPERS.]* Authority employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes the Plan’s retirement benefits, including postretirement healthcare and survivor and disability benefits to participants.

*(Note: You must modify the contribution rates as applicable.)* The Ohio Revised Code also prescribes contribution rates. OPERS members contributed XX percent of their gross salaries, and the Authority contributed an amount equaling XX percent of participants’ gross salaries. The Authority has paid all contributions required through December 31, 20CY.

*[Modify to meet your Authority’s situation. In general, all Authority employees participate in OPERS. Employees exempt from OPERS in accordance with Ohio Revised Code 145.01(B) or Ohio Administrate Code Section 145-1-26 may be subject to Social Security Tax.* **Only include retirement systems applicable to your Authority.**)

|  |  |  |  |
| --- | --- | --- | --- |
| *Retirement Rates* | *Year* | *Member Rate* | *Employer Rate* |
| *OPERS – Local* | *2012 - 2023* | *10%* | *14%* |

***Social Security*** *[Delete this note if no employees are entitled to these benefits]*

Other/Some [Modify reference to number of employees participating in Social Security.] Authority employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Authority contributed an amount equal to 6.2 percent of participants’ gross salaries. The Authority has paid all contributions required through December 31, 20CY.

**Note 6 – Postemployment Benefits**

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. For calendar year 2023, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and 2 percent for members in the combined plan. For 2023, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent; however, a portion of the health care rate was funded with reserves. *(Edit to include only your reporting period**. This paragraph replaces prior note.)*.

**Note 7 – Debt *(Delete footnote if your Authority does not have Debt.)***

*[Review GASB Codification 1500, Reporting Liabilities, paragraph .129 Debt Obligations for guidance. Delete footnote if your Entity does not have Debt.]*

Debt outstanding at December 31, 20CY, was as follows:



*(Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs. Enter percentages as decimals, e.g., .0525 = 5.25%)*

*[Insert Principal Outstanding December 31, 20CY from the Amortization Schedule or Bank Schedule.]*

*[List other indebtedness, such as financed purchases, if material.**Note: GASB 94 APAs can have financed purchases.]*

*[Include a brief description of the debt, including amount, term, maturity date, interest rate, purpose,* ***collateral****, and any other significant information, such as defaults, etc.]*

*[Example note disclosure]* The Authority is obligated for a note payable to a bank. The note is payable over a period of five years at $500 per month plus interest charged at 75 percent of the bank’s prime variable rate, adjusted monthly. The rate disclosed above was the rate effective at December 31, 20CY. The property collateralizes the note. Substantially all the Authority’s real and personal property and receipts collateralize the Mortgage Revenue Bonds.

***[****Briefly describe other material debt issues, too. Describe* ***collateral pledged (e.g., pledged receipts, a mortgage on the property financed, taxing authority (that is, general obligations), uncollateralized)*** *and other significant matters, including defaults, covenant violations, etc. Describe any defeased debt and the amounts outstanding, but explain the defeased amounts are NOT included in the amortization table below. If the authority has a bond and coupon account related to any outstanding bonds, identify the balance in this account. Also, assure that any trusteed debt service reserve funds are disclosed. You can disclose them in this note if the Authority records them “on the books”; report them in “Debt Service Trust Funds” note in the next footnote if not “on the books.” Example, if recorded “on the Authority books”****:]***

The mortgage revenue bond covenant requires the Authority to establish and fund a debt service reserve fund, included as a debt service fund. *(include if the authority uses fund accounting)* The balance in the fund at December 31, 20CY, is $XXX.

Amortization of the above debt, including interest, is scheduled as follows:



*(Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs.)*

*(Insert amounts by debt type from amortization schedules. The dates in the table above should be modified to start with the year following the financial statement date, for payments due in subsequent years. Present amounts due after five years in 5-year increments.)*

In addition to the debt described above, the Authority has defeased certain debt issues from prior years. Debt principal outstanding at December 31, 20CY,was $XXX. This disclosure does not include the related defeased debt or assets, since trusteed assets should provide sufficient resources to retire the debt.

***Should your Authority have any additional debt including financed purchases for buildings, vehicles, and/or other equipment, you should insert the appropriate description and make any other necessary footnote and financial statement modifications. The Generic Special Purpose Government Notes shell provides examples in Note 11 that can be used and you can cut and paste into this example.***

***Debt Service Trust Accounts***

***(Delete footnote if your Authority does not have Debt Trust Accounts.)***

The Airport Runway Mortgage Revenue Bond trust agreement required the Authority to establish a debt service account to be maintained by a bank’s trust department. The Authority has established this account. At December 31, 20CY, the bank’s trust department custodian held $XXX in Authority assets. The bank is responsible for scheduled debt service payments. Therefore, the Authority recognizes debt service payments when disbursed to the trustee bank, and the accompanying financial statements do not include these assets or the trust department’s related receipts and disbursements.

As disclosed in Note XX, the Authority has also defeased the Airport Expansion 20XX bonds. At December 31, 20CY, the custodian held $XXX in Authority assets to retire the 20XX bonds.

**Note 8 – Construction and Contractual Commitments**

*Identify any potentially significant outstanding construction or other contractual commitments.*

**Note 9 – Contingent Liabilities**

*(Modify as needed. Briefly describe potentially material suits. Include the range of potential loss. However, avoid naming plaintiffs. Allow your legal counsel to review your draft language before finalizing the footnotes.)*

*Example* The Authority is defendant in several lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Authority’s financial condition.

*(Include the following paragraph only if grants were received.)* Amounts grantor agencies pay to the Authority are subject to audit and adjustment by the grantor, *(if significant federal grants were received continue this sentence with the following)* principally the federal government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

**Note 10 – Joint Ventures**

*A joint venture is a legal entity or other organization that results from a contractual arrangement and that is owner, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which that participants retain (a) an ongoing financial interest or (b) and ongoing financial responsibility. See GASB Codification J50 paragraph .102.*

*Include a general description of each joint venture that includes the following:*

*Describe any ongoing financial interest.*

*Describe any ongoing financial responsibility.*

*Provide information to allow users of the financial statement to evaluate whether the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit or burden for the Authority in the future.*

*Provide information on related party transactions.*

**Note 11 – Jointly Governed Organizations**

*A jointly governed organization is a regional government or other multigovernmental arrangement that is governed by representatives from each of the governments that create the organization, but that is not a joint venture because the participants do not retain an ongoing financial interest or responsibility. See GASB Codification J50 paragraph .111.*

*Include a general description of each jointly governed organization and provide information on related party transactions.*

**Note 12 – Public Entity Risk Pool**

*If the Authority participates in a public entity risk pool, it should describe that arrangement. That description should specifically address the rights and responsibilities of the Authority and the pool and the composition of the governing board.*

**Note 13 – Related Organizations**

*A related organization in an organization, for which the Authority is accountable because the Authority appoints a voting majority of the board, but is not financially accountable, is a related organization. This note should disclose the nature of the Authority’s accountability for any related organization and any related party transactions. GASB Codification 2600 Paragraphs .129-.130.*

**Note 14 – Related Party Transactions**

*GASB Codification Section 2250 Starting at Paragraph .102.*

*Related party transactions are transactions that an informed observer might reasonably believe reflects considerations other than economic self interest based upon the relationship that exists between the parties to the transactions. The term is often used in contrast to an arm’s length transaction. The notes should disclose the terms of material related party transactions. See GASB 56 for further guidance.*

*Example:* A Board member is part owner of a company from which the Authority acquired *(described acquisition briefly)* during the year. The Authority paid $XXX for this acquisition. The Authority also uses office space a Board member donated.

*[Significant\* related party transactions must be disclosed. They may be indicative of ethics or other violations, but that is not the purpose of disclosing related party transactions. Related party transactions require disclosure because the reported amount of a transaction not conducted at arms-length may not be indicative of its true value, and may mislead readers about the Authority’s ongoing ability to obtain or provide these goods or services if it must repay (or receive) fair value for them in future years.*

*\*A transaction may be “significant” when the dollar amount is immaterial, if it does not represent the fair value of the transaction. For example, a government may rent a facility to a related party for $1 per year.]*

**Note 15 – Fund Balance**

Included in fund balance are amounts the Authority cannot spend, including the balance of unclaimed monies, which cannot be spent for five years. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year end the balances of these amounts were as follows:



Outstanding encumbrances are considered assigned fund balance.

**Note 16 – Subsequent Events**

*A Subsequent Event is an event or transaction that affects the financial statement that is subsequent to the date of the financial statement (i.e. Year End December 31, 20CY) but before financial statement is issued. GASB Codification 2250 starting at paragraph .109.*

*(Describe material debt issuances, uninsured losses, new tax levies, material federal or state grant awards or other material revenues or expenditures incurred subsequent to the financial statement date.)*

**Note 17 – COVID-19**

*These disclosures are optional and should be removed when substantially all COVID-19 funding has been spent. As described below, this note can also help explain any unique COVID situations.*

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio’s state of emergency ended in June 2021 while the national state of emergency ended in April 2023.  During 2023, the Authority received COVID-19 funding.  (Edit or delete as needed.)  The Authority will continue to spend available COVID-19 funding consistent with the applicable program guidelines (Specific material impacts from the pandemic may be addressed such as decreases in revenues, personnel impacts, and the Authority’s specific responses to mitigating the negative impacts of the pandemic as well as awards of federal and state COVID relief programs may be addressed at the discretion of the fiscal officer. This note can be removed when substantially all COVID-19 funding has been spent.)

This paragraph is instructional. The following disclosures may help explain some of the unique COVID situations and can be used as appropriate. Also, the paragraph about investment volatility can be removed.

*If the Authority has sub-granted any COVID-19 funding to another government or organization, spent any funding on behalf of another government, received any funding or assets that were purchased on behalf of the Authority by another government, was required to return any funding to the granting agency, or used the billing method to charge prior year expenditures to an applicable COVID fund, please see the Generic Special Purpose Government note shell for additional required disclosures at the following link:* [*http://www.ohioauditor.gov/references/shells/regulatory.html*](http://www.ohioauditor.gov/references/shells/regulatory.html)

*Customizing the above disclosures is at the discretion of management.  Customization could include identifying the various COVID-19 programs through which the Authority received funding during 2023.*