



Dave Yost • Auditor of State





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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Regional Airport Authority  
Williams County  
117 West Maple Street  
Bryan, Ohio 43506-1691

We have performed the procedures enumerated below, with which the Board of Trustees, (the Board) and the management of Regional Airport Authority, Williams County, Ohio (the Airport), agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2012 and 2011, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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 tested the mathematical accuracy of the December 31, 2012 and December 31, 2011 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2011 beginning fund balances recorded in the Estimated Revenue Budget Report to the December 31, 2010 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2012 beginning fund balances recorded in the Estimated Revenue Budget Report to the December 31, 2011 balances in the Estimated Revenue Budget Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2012 and 2011 fund cash balances reported in the Estimated Revenue Budget Report. The amounts agreed.
4. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2012 bank reconciliation without exception.

### Intergovernmental and Other Confirmable Cash Receipts

1. We selected all three receipts from the County Auditor's Distribution Transaction Lists from 2012 and one from 2011.

- a. We compared the amount from the above report to the amount recorded in the Transaction History Listing Report. The amounts agreed.
  - b. We determined whether these receipts were allocated to the proper funds. We found no exceptions.
  - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from the Federal Aviation Administration (FAA) to the Airport during 2012 with the FAA. We found no exceptions.
    - a. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
    - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

#### **Rent Receipts**

We haphazardly selected 10 rent cash receipts from the year ended December 31, 2011 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Transaction History Listing Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was posted to the proper funds, and was recorded in the proper year. We found no exceptions.

#### **Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2010.
2. We inquired of management, and scanned the Transaction History Listing Report for evidence of debt issued during 2012 or 2011 or debt payment activity during 2012 or 2011. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt activity for 2012 and 2011. We determined no debt service payments were due in 2012 and 2011. We found no exceptions.
4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Airport Fuel System fund per the Transaction History Listing Report. The amounts agreed.

5. For new debt issued during 2012 and 2011, we inspected the debt legislation, noting the Airport must use the proceeds towards the purchase of an Airport Fuel System. We scanned the Transaction History Listing Report and noted the Airport purchased a Fuel System in December of 2012. The Airport borrowed \$100,000 in the form of a promissory note from the Edon State Bank for the purchase of the fuel system. Ohio Revised Code §308.06 grants the powers and duties of regional airport authorities. There are only two circumstances under which airport authorities may acquire debt. Ohio Revised Code §308.06(K) allows the Airport to enter into an agreement with the County in which the County would issue bonds and pay the proceeds to the Airport. In addition, Ohio Revised Code §308.06(L) allows the Airport to issue revenue bonds. The Airport does not have the authority to borrow from a financial institution in the form of a promissory note. We recommend the Airport acquire debt only as permitted by the Ohio Revised Code.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for the only employee from 2012 and one payroll check for the only employee in 2011 from the Transaction History Listing Report and:
  - a. We compared the salary recorded in the Transaction History Listing Report to supporting documentation (legislatively approved salary). We found no exceptions.
  - b. We determined whether the fund and account codes to which the check was posted were reasonable based on the employees' duties as documented in the employee personnel file. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2012 to determine whether 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 2012. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes and Medicare	January 31, 2013	January 4, 2013	\$112.29	\$112.29
State income taxes	January 15, 2013	December 28, 2012	\$9.67	\$9.67
OPERS retirement	January 30, 2013	January 25, 2013	\$443.06	\$443.06

**Non-Payroll Cash Disbursements**

We haphazardly selected ten disbursements from the Transaction History Listing Report for the year ended December 31, 2012 and ten from the year ended December 31, 2011 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 Transaction History Listing 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.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Airport's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management, those charged with governance, and others within the Airport, and is not intended to be, and should not be used by anyone other than these specified parties.



**Dave Yost**  
Auditor of State

May 30, 2013



# Dave Yost • Auditor of State

**REGIONAL AIRPORT AUTHORITY**

**WILLIAMS 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  
JUNE 18, 2013**