



Dave Yost • Auditor of State

**BELMONT COUNTY REGIONAL AIRPORT AUTHORITY
BELMONT COUNTY
DECEMBER 31, 2017 AND 2016**

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Belmont County Regional Airport Authority
Belmont County
PO Box 83
Barnesville, Ohio 43713

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Belmont County Airport Authority, Belmont County, Ohio (the Airport), on the receipts, disbursements and balances recorded in the Airport's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Airport. The Airport is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Airport. 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 recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances to the December 31, 2015 balances in the prior year audited statements. We noted a variance of \$161,590 in the General Fund. The General Fund Balance sheet included two bank accounts that were not reported on the Combined Statement of Receipts, Disbursements and Changes in Fund Balances at December 31, 2016 beginning January 1, 2016 General Fund Balance. We also agreed the January 1, 2017 beginning fund balances recorded in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances to the December 31, 2016 balances in the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances. We noted a variance of \$1,462 in the General Fund. The Combined Statement of Receipts, Disbursements, and Changes in Fund Balances January 1, 2017 beginning General Fund balance did not agree to the Airport's General Fund in the Balance Sheet at January 1, 2017 by \$161,851. No other exceptions noted.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Balance Sheet. We noted variances of \$40 and \$175 at December 31, 2017 and 2016, respectively, for the General Fund. No other exceptions noted.

Cash (Continued)

4. We confirmed the December 31, 2017 bank account balances with the Airport's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 bank reconciliation:
 - a. We noted all outstanding checks were still outstanding as of the subsequent February bank statement.
 - b. We traced the amounts and dates to the Check Detail Report, to determine the debits were dated prior to December 31. There were no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We haphazardly selected all receipts from the County Auditor's Transaction History Report from 2017 and all from 2016.
 - a. We compared the amounts from the above report to the amounts recorded in the Deposit Detail Report for 2017 and the General Fund Income Ledger for 2016. The amounts agreed.
 - b. We inspected the Deposit Detail Report for 2017 and the General Fund Income Ledger for 2016 to determine that these receipts were allocated to the proper fund. We found no exceptions.
 - c. We inspected the Deposit Detail Report for 2017 and the General Fund Income Ledger for 2016 to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from the Ohio Department of Transportation to the Airport during 2017 with the Ohio Department of Transportation. We found no exceptions.
 - a. We inspected the Deposit Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Deposit Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the amounts paid from the Federal Aviation Administration to the Airport during 2017 and 2016 with the Federal Aviation Administration. We found no exceptions.
 - a. We inspected the Deposit Detail Report for 2017 and the Grant Fund Income Ledger for 2016 to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Deposit Detail Report for 2017 and the Grant Fund Income Ledger for 2016 to determine whether the receipts were recorded in the proper year. We found no exceptions.

Sale of Fuel Receipts

We haphazardly selected 10 sale of fuel cash receipts from the year ended December 31, 2017 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Deposit Detail Report. The amounts agreed.
- b. Inspected the Deposit Detail Report to confirm the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for all employees from the Payroll Summary Report for 2017 and one payroll check for all employees from the General Fund Expense Ledger for 2016 and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Summary Report for 2017 and the General Fund Expense Ledger for 2016 to supporting documentation (timecard or legislatively approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the Payroll Summary Report for 2017 and the General Fund Expense Ledger for 2016 for the gross amounts and the returned, canceled checks for the net amounts. We found no exceptions.
 - c. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also confirmed the payment was posted to the proper year. We found no exceptions.

2. For any new employees selected in procedure 1 we inspected the employees' personnel files with the information used to compute gross and net pay related to this check:
 - a. Name
 - b. Authorized salary or pay rate
 - c. Department and fund to which the check should be charged
 - d. Retirement system participation and payroll withholding
 - e. Federal, State & Local income tax withholding authorization and withholding
 - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to procedures a. – f. above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm 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 2017. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2018	December 26, 2017	\$413	\$413
State income taxes	January 15, 2018	December 27, 2017	\$81	\$81
Local income tax	January 31, 2018	December 24, 2017	\$18	\$18
OPERS retirement	January 30, 2018	December 11, 2017	\$43	\$43

Non-Payroll Cash Disbursements

We haphazardly selected ten disbursements from the Check Detail Report for the year ended December 31, 2017 and ten from the General Fund and Grant Fund Expense Ledgers for the year ended December 31, 2016 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.

Non-Payroll Cash Disbursements (Continued)

- 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 Check Detail Report for 2017 and the General Fund or Grant Fund Expense Ledgers for 2016 and to the names and amounts on the supporting invoices. We noted three instances in 2017 where the check number on the Check Detail Report did not match the check number on the returned, canceled check. We also found one instance during 2016 where the date recorded in the Grant Fund Expense Ledger did not agree to the date on the returned, canceled check.
- 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.

Other Compliance

Ohio Rev. Code § 117.38 requires airports to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed-upon procedure engagements, subsequent to the Airport's deadline where the initial filing was filed on time but incomplete. We confirmed the Airport filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the year ended December 31, 2017 in the Hinkle system. Financial information for the year ended December 31, 2016 was filed on March 1, 2018 which was not within the allotted timeframe.

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

This report is to provide assistance in the evaluation of the Airport's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State
Columbus, Ohio

September 24, 2018



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BELMONT COUNTY REGIONAL AIRPORT AUTHORITY

BELMONT 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
OCTOBER 16, 2018**