



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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

Greene County Regional Airport Authority  
Greene County  
140 North Valley Road  
Xenia, Ohio 45385

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Greene County Regional Airport Authority (the Airport), on the receipts, disbursements and balances recorded in the Airport's cash basis accounting records for the year ended December 31, 2018 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 year ended December 31, 2018 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, 2018 bank reconciliation. We found no exceptions.
2. We agreed the January 1, 2018 beginning balance recorded in the General Ledger to the December 31, 2017 balance in the prior year audited statements. The beginning balance in the General Ledger was \$267 less than the prior year audited statements. The Airport should review the discrepancy to determine any needed adjustment for proper reporting.
3. We agreed the total per the bank reconciliation to the total of the December 31, 2018 cash balance reported in the General Ledger. The amounts agreed.
4. We observed the year-end bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2018 bank reconciliation without exception.
5. We selected a sample (agreed upon) of five reconciling debits (such as outstanding checks) from the December 31, 2018 bank reconciliation:
  - a. We traced each debit to the subsequent January and February bank statements. Outstanding check 10370 dated December 3, 2018 remained outstanding as of April 30, 2019. Checks over 90 days old are considered stale-dated and should be moved to unclaimed funds or voided. The Treasurer should follow up on long-outstanding reconciling items to help prevent reconciling issues.
  - b. We traced the amounts and dates to the General Ledger, to determine the debits were dated prior to December 31. There were no exceptions.

6. We traced interbank account transfers occurring in December of 2018 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.

### **Intergovernmental and Other Confirmable Cash Receipts**

1. We selected both receipts from the County Auditor's Audit Trail by Vendor report from 2018.
  - a. We compared the amount from the above report to the amount recorded in the General Ledger. The amounts agreed.
  - b. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from the Airport's Fixed Base Operator, MacAir Aviation, to the Airport during 2018 with MacAir Aviation. We found no exceptions.
  - a. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Rent Receipts**

We selected a sample (agreed upon) of 10 rent cash receipts from the year ended December 31, 2018 recorded in the Revenue Received Log book and:

- a. Agreed the receipt amount to the amount recorded in the General Ledger. The amounts agreed.
- b. Agreed the rate charged complied with rates in force during the period and the rental contracts. We found no exceptions.
- c. Inspected the General Ledger to confirm the receipt was recorded in the proper year. We found no exceptions.

### **Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2017.
2. We inquired of management, and inspected the General Ledger for evidence of debt issued or debt payment activity during 2018. There were no new debt issuances, nor any debt payment activity during 2018.

### **Non-Payroll Cash Disbursements**

1. We selected a sample (agreed upon) of 10 disbursements from the General Ledger for the year ended December 31, 2018 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 General Ledger and to the names and amounts on the supporting invoices. We found no exceptions.

## Other Compliance

1. Ohio Rev. Code Section 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 regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. 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, 2018 in the Hinkle system. Financial information was filed on March 8, 2019 which was not within the allotted timeframe.
2. For all credit card accounts we obtained:
  - a copy of existing internal control policy,
  - a list of authorized users, and
  - a list of all credit card account transactions.
  - a. We inspected the established policy obtained above and determined it is:
    - i. implemented by the entity.We found no exceptions.
  - b. We selected 3 credit card transactions for testing. For selected transactions we inspected documentation to determine that:
    - i. Use was by an authorized user within the guidelines established in the policy, and
    - ii. Each transaction was supported with original invoices and for a proper public purpose.We found no exceptions.

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 year ended December 31, 2018, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Keith Faber  
Auditor of State  
Columbus, Ohio

July 23, 2019

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OHIO AUDITOR OF STATE  
**KEITH FABER**



**GREENE COUNTY REGIONAL AIRPORT AUTHORITY**

**GREENE 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  
AUGUST 6, 2019**