

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

COMPLIANCE EXAMINATION REPORT

OF

LOGANSPOUT CASS COUNTY AIRPORT AUTHORITY

CASS COUNTY, INDIANA

January 1, 2018 to December 31, 2022



FILED
11/22/2023



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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November 22, 2023

To: The Officials of the Logansport Cass County Airport Authority
Logansport Cass County Airport Authority
3735 S Airport Rd
Logansport, IN 46947

This report is supplemental to the audit report of the Logansport Cass County Airport Authority (Airport Authority), for the period from January 1, 2018 to December 31, 2022. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the Airport Authority. It should be read in conjunction with the financial statement audit report of the Airport Authority, which provides an opinion on the Airport Authority's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of the Airport Authority and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for the Logansport Cass County Airport Authority prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2018 to December 31, 2022. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report on pages 3 through 4.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads "Tammy R. White".

Tammy R. White, CPA
Deputy State Examiner

LOGANSPORT CASS COUNTY AIRPORT AUTHORITY

Cass County, Indiana
January 1, 2018 to December 31, 2022

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LOGANSPOUR CASS COUNTY AIRPORT AUTHORITY
SCHEDULE OF OFFICIALS
For the period January 1, 2018 to December 31, 2022

<u>Office</u>	<u>Official</u>	<u>Term</u>
Airport Manager	Jill VanHorn	01-01-18 to 12-31-21
	Chad Weisend	01-01-22 to 12-31-22
Treasurer	Molly Long	01-01-18 to 12-31-22
President of the Board	David Brumett	01-01-18 to 12-31-20
	Stephen Plank	01-01-21 to 12-31-22

INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and
Management of the Logansport Cass County Airport Authority

We have examined the Logansport Cass County Airport Authority ("Authority") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts* during the period January 1, 2018 to December 31, 2022. Management of the Authority is responsible for the Authority's compliance with the specified requirements. Our responsibility is to express an opinion on the Authority's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Authority complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Authority complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Authority's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Special Districts* applicable to the Authority during the period January 1, 2018 to December 31, 2022, as described in items 2022-001 through 2022-004 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Authority complied, in all material respects, with the aforementioned requirements during the period January 1, 2018 to December 31, 2022.



Crowe LLP

Indianapolis, Indiana
November 6, 2023

LOGANSPORT CASS COUNTY AIRPORT AUTHORITY
 SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
 January 1, 2018 to December 31, 2022

FINDING 2022-001: OVERDRAWN CASH BALANCES

Criteria: Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual For Special Districts states in part, “The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit.”

Condition: During testing of cash fund balances, we noted the following funds that were not cost-reimbursement grant based with a cash balance below zero as of December 31, 2019, December 31, 2020, December 31, 2021 and December 31, 2022:

<u>Fund</u>	<u>Amount Overdrawn December 31, 2019</u>	<u>Amount Overdrawn December 31, 2020</u>	<u>Amount Overdrawn December 31, 2021</u>	<u>Amount Overdrawn December 31, 2022</u>
Debt Service 2018	27,695	26,479	34,248	82,360
Payroll	-	3,746	-	-
Capital Bond	-	-	-	7,792

FINDING 2022-002: COMPENSATION AND BENEFITS

Criteria: Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual for Special Districts states in part, “All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements.”

Condition: During testing of payroll expenditures, we noted that seven instances, in a sample of 10, were not supported by a written contract or Board approved.

FINDING 2022-003: INTERNAL CONTROLS - TRAINING

Criteria: Indiana Code 5-11-1-27(h) states in part, “After June 30, 2016, the fiscal officer of a political subdivision shall certify in writing that: . . . (2) personnel, who are not otherwise on leave status, have received training as required by subsection (g)(2).”

Condition: During testing, we noted that the Authority had not met the minimum standards for training set in Indiana Code 5-11-1-27(h).

LOGANSPORT CASS COUNTY AIRPORT AUTHORITY
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
January 1, 2018 to December 31, 2022

FINDING 2022-004: MISSING GATEWAY UPLOADS

Criteria: The Indiana State Board of Accounts (SBOA) Directive 2018-1 states in part, " Beginning with July 2018 files, which will be due September 15, 2018, all cities, towns, townships, libraries, and special districts will use the Upload App to upload files containing financial and governmental unit information on Gateway to allow the State Board of Accounts (SBOA) to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients.

The following files and governmental unit information are required to be uploaded monthly by all units:

- Bank Reconcilements, Bank Statements, and Outstanding Check Lists
- Approved Board Minutes, please see the user guide for more information and examples
- Funds Ledger, summarizing total receipts, disbursements, and beginning and ending balances by fund

The following files and governmental unit information are required to be uploaded annually by all units:

- Detail of Receipts for the year
- Detail of Disbursements for the year
- Current year Salary Ordinance (or Schedule)
- Annual Vendor History Report
- Annual Payroll History Report, without social security numbers
- Annual Funds Ledger, summarizing year-to-date total receipts, year-to-date disbursements, and beginning and ending balances by fund

Condition: During testing, we noted the Authority did not upload 2018 Annual Uploads, 2019 Annual Uploads, 2020 November Board Minutes, 2020 December Board Minutes, 2020 Annual Uploads, 2021 Annual Uploads and 2022 Annual Uploads.

LOGANSPOUR CASS COUNTY AIRPORT AUTHORITY
EXIT CONFERENCE
January 1, 2018 to December 31, 2022

The contents of this report were discussed on November 6, 2023 with Chad Weisend, Airport Manager, Molly Long, Treasurer, and Mark Hildebrandt, Board Member.