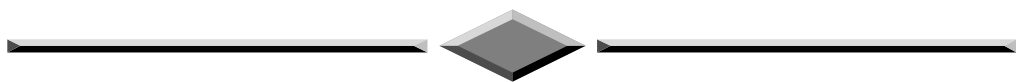


# **The Hilliard Convention & Visitors Bureau**







**STATE OF OHIO**  
**OFFICE OF THE AUDITOR**

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1<sup>st</sup> Floor  
Columbus, Ohio 43215

Telephone 614-466-4514  
800-282-0370

Facsimile 614-728-7398

Board of Directors  
Hilliard Convention and Visitors Bureau  
Hilliard, Ohio

We have reviewed the Independent Auditor's Report of Hilliard Convention and Visitors Bureau, Franklin County, prepared by Oles & Associates, LLC, for the audit period January 1, 2000 to December 31, 2001. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Hilliard Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

JIM PETRO  
Auditor of State

April 12, 2002

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**THE HILLIARD CONVENTION & VISITORS BUREAU**

**5354 Cemetery Road  
Hilliard, Ohio 43026**

**APPOINTED OFFICIALS**

**BOARD OF DIRECTORS**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>TERM EXPIRES</u></b>
Scott Rider	Board Member	Indefinite
Sandy Karnes	Board Member	Indefinite
Rick Kidd	Board Member	Indefinite
Joe Grundy	Board Member	Indefinite
Tom Calhoon	Board Member	Indefinite
Barbara Cash	Board Member	Indefinite
John Brennan	Board Member	Indefinite
George Yokam	Board Member	Indefinite
Bob Nicholes	Board Member	Indefinite
Chris Ramsey	Board Member	Indefinite

**ADMINISTRATIVE PERSONNEL**

Steve Craig	President	Indefinite
John W. Ulen	Treasurer	Indefinite
Brenda Kazmierczak	Executive Director	Indefinite

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& Associates, LLC

CERTIFIED PUBLIC ACCOUNTANTS

JOEL F. OLES, CPA

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COLUMBUS, OHIO 43204

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MEMBERS

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
OHIO SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

## REPORT OF INDEPENDENT ACCOUNTANTS

Board of Directors  
Hilliard Convention and Visitors Bureau  
Hilliard, Ohio

We have audited the accompanying financial statements of the Hilliard Convention and Visitors Bureau as of and for the years ended December 31, 2001 and 2000. These financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, the Bureau prepares its financial statements on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash, investments, and equity balances of the Hilliard Convention and Visitors Bureau as of the years ended December 31, 2001 and 2000, and its cash receipts and disbursements, for the year then ended on the cash basis of accounting.

Board of Directors  
The Hilliard Convention and Visitors Bureau  
Report of Independent Auditors  
Page 2

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2002 on our consideration of the Bureau's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This information is intended solely for the use of the Bureau and management of the Hilliard Convention and Visitors Bureau and is not intended to be and should not be used by anyone other than these specified parties.

Oles & Associates, LLC

March 19, 2002

**THE HILLIARD CONVENTION & VISITORS BUREAU  
STATEMENT OF ASSETS AND FUND BALANCE  
DECEMBER 31, 2001 AND 2000**

	<u>2001</u>	<u>2000</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 130,659	\$ 125,188
	<u>\$ 130,659</u>	<u>\$ 125,188</u>
 <b>FUND BALANCE</b>		
General Fund	\$ 130,659	\$ 125,188
	<u>\$ 130,659</u>	<u>\$ 125,188</u>

See accompanying notes and accountants' report.

**THE HILLIARD CONVENTION & VISITORS BUREAU  
STATEMENT OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000**

	<u>2001</u>	<u>2000</u>
<b>Revenues:</b>		
Tax Revenue	\$ 47,308	\$ 51,929
Interest	4,683	4,981
Memberships	3,505	2,467
Other	265	120
<b>Total revenues</b>	<u>55,761</u>	<u>59,497</u>
<b>Expenditures:</b>		
Salaries	20,583	14,792
Payroll Taxes	1,693	1,339
Rent	5,775	5,475
Electric	1,102	1,294
Telephone	2,104	2,012
Postage	335	280
Bank Charge	60	76
Printing Cost	8,150	4,005
Office Supplies	571	441
Insurance - Casualty	105	105
Janitorial Services	120	360
Dues	135	580
Trade Publications	35	28
Educational Seminars	-	125
Entertainment	123	131
Web Site	900	3,740
Advertisement	1,503	657
Event Sponsorship	4,682	2,141
Computer Management	203	533
Travel	937	519
Audit	-	2,337
Miscellaneous	1,174	626
<b>Total expenditures</b>	<u>50,290</u>	<u>41,596</u>
<b>Excess of revenues over expenditures</b>	<u>5,471</u>	<u>17,901</u>
<b>Fund Balance, January 1</b>	<u>125,188</u>	<u>107,287</u>
<b>Fund Balance, December 31</b>	<u>\$ 130,659</u>	<u>\$ 125,188</u>

See accompanying notes and accountants' report.

**THE HILLIARD CONVENTION & VISITORS BUREAU  
FRANKLIN COUNTY, OHIO**

**FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Hilliard Convention and Visitors Bureau (the "Bureau") is a governmental agency, which is a promotional organization for the City of Hilliard (the "City"). It was established in 1991. Its purpose is to promote conventions and tourism in the community, to promote service organizations and businesses for the residents and visitors, and to comply with the legislative act of the city, which furthers the aims of the Bureau.

**NOTE 2 - BASIS OF ACCOUNTING**

The accompanying financial statements have been prepared on the cash basis of accounting. Under the cash basis of accounting, revenues and expenditures are recognized as cash is received and disbursed. The Statement of Assets and Fund Balance reflects only a balance in cash and the fund balance accounts, while the Statement of Revenues and Expenditures and Changes in Fund Balance simply summarizes cash receipts and disbursements for the period.

The Bureau uses the following fund:

**General Fund**

The general fund is used to account for the Bureau's general government activities. The general fund is the Bureau's primary operating fund. It accounts for all financial resources of the general government.

**Cash and Cash Equivalents**

Cash and cash equivalents are defined as demand deposits and savings account investments in banks.

**Management Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses.

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## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

The Hilliard Convention and Visitors Bureau  
5354 Cemetery Road  
Hilliard, Ohio 43026

To the Members of the Board:

We have audited the financial statements of the Hilliard Convention and Visitors Bureau as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated March 19, 2002. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Hilliard Convention and Visitors Bureau's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. No instances of noncompliance were noted.

Board of Directors  
The Hilliard Convention and Visitors Bureau  
Report on Compliance and on  
Internal Control Required by  
Government Auditing Standards  
Page 2

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Hilliard Convention and Visitors Bureau's internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Hilliard Convention and Visitors Bureau in a separate letter dated March 19, 2002.

This information is intended solely for the use of the Bureau and management of the Hilliard Convention Visitors Bureau and is not intended to be and should not be used by anyone other than these specified parties.

Oles & Associates, LLC

March 19, 2002





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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800-282-0370  
Facsimile 614-466-4490

**HILLIARD CONVENTION AND VISITORS BUREAU**

**FRANKLIN 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  
MAY 9, 2002**