

Steubenville Convention and Visitors Bureau

Steubenville, Ohio

Audit Report

September 30, 2008



Mary Taylor, CPA
Auditor of State

Board of Trustees
Steubenville Convention and Visitors Bureau
120 South Third Street
Steubenville, Ohio 43952

We have reviewed the *Independent Auditor's Report* of the Steubenville Convention and Visitors Bureau, Jefferson County, prepared by S.R. Snodgrass, A.C., for the audit period October 1, 2006 through September 30, 2008. 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 Steubenville Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

Mary Taylor

Mary Taylor, CPA
Auditor of State

November 13, 2009

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**Steubenville Convention and Visitors Bureau
SEPTEMBER 30, 2008 AND 2007**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Steubenville Convention and Visitors Bureau
Steubenville, Ohio 43952

We have audited the accompanying statements of assets, liabilities and net assets— modified cash basis of the Steubenville Convention and Visitors Bureau (a nonprofit organization) as of September 30, 2008 and 2007, and the related statements of revenue and expenses, and the statements of changes in net assets— modified cash basis for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform audits 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 audits provide a reasonable basis for our opinion.

As described in the Notes, these financial statements were prepared on the modified basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and net assets of the Steubenville Convention and Visitors Bureau as of September 30, 2008 and 2007 and its support, revenue and expenses and changes in net assets for the years then ended in conformity with the basis of accounting described in the notes.

S. R. Snodgrass, A.C.

Steubenville, Ohio
February 13, 2009

Steubenville Convention and Visitors Bureau
STATEMENTS OF ASSETS, LIABILITIES AND NET ASSETS – MODIFIED CASH BASIS

	September 30,	
	2008	2007
ASSETS		
CURRENT ASSETS		
Checking Sky Bank	\$15,542	\$14,607
Other Current Assets	480	-
Total current assets	\$16,022	\$14,607
FIXED ASSETS		
Furniture	2,194	1,624
Equipment	10,996	10,996
Less: accumulated depreciation	(7,963)	(6,344)
Total fixed assets	5,227	6,276
Total assets	\$21,249	\$20,883
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Steubenville Tax Withheld	\$ 214	\$ 208
Total current liabilities	214	208
NET ASSETS		
Unrestricted Net Assets	21,035	20,675
	21,035	20,675
Total liabilities and net assets	\$21,249	\$20,883

The accompanying notes are an integral part of these financial statements.

Steubenville Convention and Visitors Bureau
STATEMENTS OF REVENUE AND EXPENSES - MODIFIED CASH BASIS

	Year Ended	
	September 30,	
	<u>2008</u>	<u>2007</u>
REVENUE		
Hotel tax	\$111,346	\$102,471
Membership	4,150	2,725
State grants	939	-
Tour revenue	3,617	2,977
Farmer's market	650	585
Special events	596	442
Donations	2,000	500
Promotional item sales	375	-
Total revenue	<u>123,673</u>	<u>109,700</u>
EXPENSES		
Accounting and Professional Fees	3,171	3,476
Advertising	15,133	4,133
Depreciation	1,619	1,410
Dues and subscriptions	2,471	3,378
Farmer's market	3,780	570
Insurance	4,854	3,937
Repairs and maintenance	618	708
Office supplies and expenses	6,830	4,836
Payroll taxes	4,046	4,804
Promotional items	684	300
Postage and shipping	2,205	1,129
Racking services	5,077	1,136
Rent	6,875	7,500
Special events	6,820	2,710
Wages	45,377	51,616
Telephone	2,615	2,531
Travel/meetings	2,739	1,330
Tour expenses	2,107	1,433
Training	-	185
Travel shows	5,370	5,178
Utilities	162	170
Miscellaneous expenses	760	-
Total expenses	<u>123,313</u>	<u>102,470</u>
Excess of Revenue (Expenses)	<u>\$ 360</u>	<u>\$ 7,230</u>

The accompanying notes are an integral part of these financial statements.

Steubenville Convention and Visitors Bureau
STATEMENTS OF CHANGES IN NET ASSETS - MODIFIED CASH BASIS

	Year Ended September 30,	
	<u>2008</u>	<u>2007</u>
UNRESTRICTED NET ASSETS – OCTOBER 1	\$20,675	\$13,445
Excess of Revenue (Expenses)	<u>360</u>	<u>7,230</u>
UNRESTRICTED NET ASSETS – SEPTEMBER 30	<u>\$21,035</u>	<u>\$20,675</u>

The accompanying notes are an integral part of these financial statements.

**Steubenville Convention and Visitors Bureau
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2008 AND 2007**

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Steubenville Convention and Visitors Bureau is an independent marketing and service organization. The Bureau's primary goal is to positively impact the greater Steubenville area's economy through visitor expenditures. The Bureau's objectives to achieve that goal are through marketing the Steubenville area as a visitor and convention destination through event coordination and civic projects.

Accounting Basis

Assets, liabilities, revenues, and expenses are recognized on the modified cash basis of accounting, consequently, certain revenue and related assets are recognized when received rather than when earned, and certain expenses and related liabilities are recognized when paid rather than when the obligation is incurred. This basis is a comprehensive basis of accounting other than generally accepted accounting principles.

Income Taxes

The Bureau is exempt from federal income taxes under Section 501c(4) of the Internal Revenue Code.

Furniture and Equipment

Furniture and equipment is recorded at cost and is depreciated over its estimated useful life of three to ten years. Expenditures made for maintenance and repairs are expensed when paid. The cost of major additions and improvements are capitalized and depreciated over their useful lives. The asset account is relieved of the cost and accumulated depreciation when property is retired or otherwise disposed of.

Depreciation expense for September 30, 2008 and 2007 amounted to \$1,619 and \$1,410 respectively.

Use of Estimates

The preparation of financial statements in conformity with an other comprehensive basis of accounting (modified cash basis) requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Steubenville Convention and Visitors Bureau
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2008

Operating Leases

The Organization leased office space from Old Fort Steuben for \$625 per month. The lease payments for the period ended September 30, 2008 and 2007 were \$6,875 and \$7,500 respectively.

Economic Dependency

The program received approximately 89% and 93% of its revenue directly from the Hotel Bed Tax for the years ended September 30, 2008 and 2007 respectively. The future of the program is dependent on the tourism and economic development in the Greater Steubenville area.



Mary Taylor, CPA
Auditor of State

STEUBENVILLE CONVENTION AND VISITORS BUREAU
JEFFERSON 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
DECEMBER 1, 2009