

ASHLAND AREA CONVENTION AND VISITORS BUREAU

**AGREED-UPON PROCEDURES OVER LODGING
TAX RECEIPTS AND RELATED DISBURSEMENTS
FOR THE YEARS ENDED JUNE 30, 2009 AND 2008**

ASHLAND AREA CONVENTION AND VISITORS BUREAU
TABLE OF CONTENTS
FOR THE YEARS ENDED JUNE 30, 2009 AND 2008

Independent Accountants' Report on Applying Agreed-Upon Procedures. 1

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KNOX & KNOX

Accountants and Consultants

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

December 10, 2009

Members of the Board
Ashland Area Chamber of Commerce and
Ashland Area Convention and Visitors Bureau

We have performed the procedures enumerated below, to which the management of the Ashland Area Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Ashland County, Ohio, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended June 30, 2009 and 2008. The Bureau is responsible for disbursing lodging taxes for allowable purposes. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements. The sufficiency of the procedures is solely the responsibility of the Bureau. 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.

CASH RECEIPTS

1. We confirmed with the Ashland County, Ohio the lodging taxes paid to the Bureau during the years ending June 30, 2009 and 2008. The County confirmed the following amounts:

<u>Year Ended</u>	<u>Amount</u>
Ashland County	
June 30, 2009	\$90,114
June 30, 2008	100,931

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts in the Bureau's general ledger. We found no exceptions.

CASH DISBURSEMENTS

1. We inquired of management regarding sources describing allowable purposes or restrictions related to the Bureau's disbursements of lodging taxes. We listed these sources and summarized significant related restrictions below:

Sources of Restrictions:

- Board Resolutions
- Ohio Revised Code Section 5739.09 (A)(2)

The Bureau's tax exemption prohibits it from disbursements supporting a candidate's election.

Ohio Revised Code Section 5739.09(A)(2) restricts the Bureau to spending lodging tax "specifically for promotion, advertising, and marketing of the region in which the county is located."

Auditor of State Bulletin 2003-005 deems any disbursement of public funds (e.g. lodging taxes) for alcohol to be improper.

The resolution passed by Ashland County permits the Bureau to spend lodging taxes for the promotion of tourism for the County.

2. We selected all non-payroll-related disbursements exceeding \$500 and all payroll-related disbursements of lodging taxes from the years ended June 30, 2009 and 2008 and compared the purpose for these disbursements as documented on vendor invoices or other supporting documentation to the source of restrictions listed in Cash Disbursements Step 1 above. We found no instances where the purpose described on the invoice or other supporting documentation described a violation of the restrictions listed above.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended June 30, 2009 and 2008, the objective of which would have been to opine on lodging tax receipts and disbursements. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the Bureau and is not intended to be, and should not be, used by anyone else.

KNOX & KNOX

December 10, 2009



Mary Taylor, CPA
Auditor of State

ASHLAND AREA CONVENTION AND VISITORS BUREAU

ASHLAND 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
JANUARY 14, 2010**