

Mansfield-Richland County Convention and Visitors Bureau
Agreed-Upon Procedures Over Lodging Tax Receipts and Related Disbursements
For the Years Ended December 31, 2010 and 2009



Balestra, Harr & Scherer, CPAs, Inc.

528 South West St, P.O. Box 687, Piketon, Ohio 45661 Phone: 740.289.4131 Fax: 740.289.3639
9076 Ohio River Road, Wheelersburg, Ohio 45694 Phone: 740.876.9121 Fax: 800.210.2573



Dave Yost • Auditor of State

Board Members
Mansfield-Richland County Convention and Visitors Bureau
124 North Main Street
Mansfield, Ohio 44902

We have reviewed the *Agreed-Upon Procedures Over Lodging Tax Receipts and Related Disbursements* of the Mansfield-Richland County Convention and Visitors Bureau, prepared by Balestra, Harr & Scherer, CPAs, Inc., for the period January 1, 2009 through December 31, 2010. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code.

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 Mansfield-Richland County Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

June 9, 2011

This Page is Intentionally Left Blank.

Mansfield-Richland County Convention and Visitors Bureau
Table of Contents
For the Years Ended December 31, 2010 and 2009

Independent Accountants' Report on Applying Agreed-Upon Procedures..... 1 - 2

This Page is Intentionally Left Blank.



INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Members of the Board
Mansfield-Richland County Convention and Visitors Bureau
124 North Main Street
Mansfield, Ohio 44902

We have performed the procedures enumerated below, to which the management of the Mansfield-Richland County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Richland County and the City of Mansfield, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2010 and 2009. 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 and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. 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 City of Mansfield and Richland County, Ohio the lodging taxes it paid to the Bureau during the years ending December 31, 2010 and 2009. The City and the County confirmed the following amounts:

<u>Year Ended</u>	<u>Amount</u>
City of Mansfield	
December 31, 2010	\$ 89,613
December 31, 2009	\$ 76,236
Richland County, Ohio	
December 31, 2010	\$382,216
December 31, 2009	\$343,006

- 2. We compared the amounts from step 1. to amounts recorded as lodging tax receipts on the Bureau's statement of budget vs. actual cash basis report. 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:

Source of Restrictions:

- a. The Bureau's Articles of Incorporation
- b. The Bureau's 501(c)(6) Tax Exemption
- c. City of Mansfield's Resolution 05-269
- d. Richland County, Ohio's Resolution dated June 16, 1987
- e. Ohio Rev. Code Section 5739.09(A)(2)

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

Ohio Rev. 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.

Resolution 05-269 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

Resolution 6-16-87 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code and that \$1,500 or so be set aside from additional funds for the bike trail under construction within the County.

2. We haphazardly selected forty disbursements of lodging taxes from the years ended December 31, 2010 and 2009 in addition to all disbursements exceeding \$1,000, and compared the purpose for these disbursements as documented on vendor invoices or other supporting documentation to the sources 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 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 December 31, 2010 and 2009, 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.



Balestra, Harr, & Scherer CPAs

May 20, 2011



Dave Yost • Auditor of State

MANSFIELD-RICHLAND COUNTY CONVENTION AND VISITORS BUREAU

RICHLAND 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
JUNE 21, 2011**