



Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

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Butler County Convention & Visitors Bureau
Agreed-Upon Procedures over Lodging Tax Receipts and Related Disbursements
For the Years Ended December 31, 2011 and 2010

bhs

Circleville

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Dave Yost • Auditor of State

Board of Directors
Butler County Convention & Visitors Bureau
8756 Union Centre Boulevard
West Chester, Ohio 45069

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Butler County Convention & Visitors Bureau, Butler County, prepared by Balestra, Harr & Scherer, CPAs, Inc., for the period January 1, 2010 through December 31, 2011. Based upon this review, we have accepted this report 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 Butler County Convention & 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

May 29, 2012

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Balestra, Harr & Scherer, CPAs, Inc.

528 South West St, P.O. Box 687, Piketon, Ohio 45661 Phone: (740) 289-4131 Fax: (740) 289-3639

Independent Accountants' Report on Applying Agreed-Upon Procedures

April 6, 2012

Members of the Board
Butler County Convention & Visitors Bureau
8756 Union Centre Boulevard
West Chester, Ohio 45069

We have performed the procedures enumerated below, to which the management of the Butler County Convention & Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Butler County, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2011 and 2010. 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 Butler County the lodging taxes paid to the Bureau during the years ending December 31, 2011 and 2010. The County confirmed the following amounts:

Year Ended	Amount
Butler County	
December 31, 2011	\$1,006,442
December 31, 2010	\$864,386

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts in the Bureau's general ledger 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:

Sources of Restriction:

- The Butler County Convention & Visitors Bureau's Articles of Incorporation
- The Bureau's 501(c)(6) Tax Exemption
- Code of Regulations and By-Laws
- Butler County's Resolution 03-8-1314
- Ohio Revised Code Section 5739.09(A)(2)

The Bureau's articles of incorporation permit the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

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

The Bureau's code of regulations and by-laws permit the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

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.

Butler County Resolution 03-8-1314 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

2. We haphazardly selected forty disbursements of lodging taxes from the years ended December 31, 2011 and 2010 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 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 December 31, 2011 and 2010, 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's management and Board of Directors and is not intended to be, and should not be, used by anyone else.

A handwritten signature in cursive script that reads "Balestra, Harr & Scherer". The signature is written in black ink on a light-colored background.

Balestra, Harr, & Scherer CPAs, Inc.
April 6, 2012

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Dave Yost • Auditor of State

BUTLER COUNTY CONVENTION & VISITORS BUREAU

BUTLER 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 12, 2012**