

LAWRENCE COUNTY CONVENTION AND VISITORS' BUREAU

LAWRENCE COUNTY

AGREED UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010



**Caudill & Associates, CPA**

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# Dave Yost • Auditor of State

Board of Directors  
Lawrence County Convention and Visitors' Bureau  
216 Collins Avenue  
South Point, Ohio 45680

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Lawrence County Convention and Visitors' Bureau, Lawrence County, prepared by Caudill & Associates, CPAs, 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 Lawrence 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

May 29, 2012

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors  
Lawrence County Convention and Visitors' Bureau  
216 Collins Avenue  
South Point, Ohio 45680

We have performed the procedures enumerated below, to which the management of the Lawrence County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Lawrence 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 Lawrence County Auditor the lodging taxes it paid to the Bureau during the years ending December 31, 2011 and 2010. The County confirmed the following amounts:

Year Ended	Amount
December 31, 2011	\$121,734
December 31, 2010	\$82,531

2. We compared the amounts from step 1 above to the amounts recorded as lodging tax receipts on the Bureau's Account QuickReport. 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. Ohio Rev. Code Section 5739.09(A)(2)

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

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

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."

2. We selected all disbursements of lodging taxes from the years ended December 31, 2011 and 2010 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, 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 and is not intended to be, and should not be used by anyone else.

*Caudill & Associates, CPA*

Caudill & Associates, CPA  
Portsmouth, Ohio  
March 30, 2012





# Dave Yost • Auditor of State

**LAWRENCE COUNTY CONVENTION AND VISITORS BUREAU**

**LAWRENCE 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**