



Dave Yost • Auditor of State





# Dave Yost • Auditor of State

Vinton County Convention and Visitors Bureau  
Vinton County  
104 West Main Street  
P.O. Box 307  
McArthur, Ohio 45651

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Vinton County Convention and Visitors Bureau, Vinton County, Ohio (the Bureau) for the years ended December 31, 2016 and 2015.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 117.11(A). Because our procedures were not designed to opine on the Bureau's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Bureau's financial statements, transactions or balances for the years ended December 31, 2016 and 2015.

The Bureau's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 117.11(A) is to examine, analyze and inspect these records and documents.

## **Current Year Observation**

Bank reconciliations should be prepared monthly in a timely and accurate manner. During testing, the majority of 2015 and all of 2016 did not have support that a formal reconciliation was completed each month. Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period. Also, there was no documentation of the governing board's review of the bank statements.

Furthermore, the Bureau's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft.

The Treasurer should prepare timely reconciliations to ensure that all reconciling items are accounted for and the Bureau's accounting system balance agrees to the reconciled bank balance. The Board should then review and approve these reconciliations as an internal control.

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

**Dave Yost**  
Auditor of State  
Columbus, Ohio

July 10, 2017

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VINTON COUNTY CONVENTION AND VISITORS BUREAU

VINTON 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  
JULY 25, 2017