

**WAYNE COUNTY CONVENTION AND VISITORS  
BUREAU**

**WAYNE COUNTY, OHIO**

**AGREED UPON PROCEDURES**

**For the Years Ended December 31, 2016 and 2015**







# Dave Yost • Auditor of State

Board of Directors  
Wayne Convention and Visitors Bureau  
428 W. Liberty St  
Wooster, OH 44691

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Wayne Convention and Visitors Bureau, Wayne County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2015 through December 31, 2016. 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 Wayne 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 19, 2017

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WAYNE COUNTY CONVENTION AND VISITORS BUREAU  
WAYNE COUNTY  
For the Years Ended December 31, 2016 and 2015

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

Board of Directors  
Wayne Convention and Visitors Bureau  
Wayne County  
Wooster, Ohio 44691

We have performed the procedures enumerated below, to which the management of the Wayne Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Wayne County and the City of Wooster, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2016 and 2015. The Bureau is responsible for disbursing lodging taxes for allowable purposes. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards 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**

1. We tested the mathematical accuracy of the December 31, 2016 and December 31, 2015 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2015 beginning fund balances recorded in the Summary Trial Balance Report to the December 31, 2014 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2016 beginning fund balances recorded in the Summary Trial Balance Report to the December 31, 2015 balances in the Summary Trial Balance Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2016 and 2015 fund cash balances reported in the Summary Trial Balance Reports. The amounts agreed.
4. We confirmed the December 31, 2016 bank account balances with the Bureau's financial institution. We found no exceptions. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2016 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2016 bank reconciliation:
  - a. We traced each debit to the subsequent January and February bank statements. We found one check that was still outstanding as of the date of this report, which is not an exception.
  - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. We noted no exceptions.

### Cash Receipts

1. We confirmed with Wayne County and the City of Wooster the lodging taxes it paid to the Bureau during the years ending December 31, 2016 and 2015.

The City confirmed the following amounts:

Year Ended	Amount
December 31, 2016	\$16,308
December 31, 2015	\$20,179

The County confirmed the following amounts:

Year Ended	Amount
December 31, 2016	\$327,063
December 31, 2015	\$300,693

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's receipts journal. 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 By-Laws
- b. The Bureau's 501(c)(6) Tax Exemption
- c. Wayne County Resolution 83-186
- d. Ohio Rev. Code Section 5739.09(A)(2)

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

Resolution 83-186 permits the Bureau to spend lodging taxes only for promoting tourist and convention business within Wayne County.

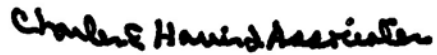
Ohio Rev. Code Section 5739.09(A)(2) restricts the Bureau to spending lodging tax "specifically for promotion, advertising, and marketing of the region in which the county is located."

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

2. We haphazardly selected forty disbursements of lodging taxes from the years ended December 31, 2016 and 2015 in addition to all disbursements exceeding \$2,500, 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, 2016 and 2015, 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 other than the specified party.

A handwritten signature in black ink that reads "Charles E. Harris & Associates, Inc." in a cursive style.

**Charles E. Harris & Associates, Inc.**  
February 23, 2017





# Dave Yost • Auditor of State

WAYNE COUNTY CONVENTION AND VISITORS BUREAU

WAYNE 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 1, 2017