



Dave Yost • Auditor of State

**BELMONT COUNTY TOURISM COUNCIL, INC.
BELMONT COUNTY
DECEMBER 31, 2017 AND 2016**

TABLE OF CONTENTS

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

This page intentionally left blank.



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Trustees
Belmont County Tourism Council, Inc.
Belmont County
Ohio Valley Mall Unit 485
St. Clairsville, Ohio 43950

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Belmont County Tourism Council, Inc., Ohio (the Council), on the receipts, disbursements and balances recorded in the Council's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Council. The Council is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Council. The sufficiency of the procedures is solely the responsibility of the parties specified in this report.

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.

This report only describes exceptions exceeding \$10.

Cash

1. We recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Council's monthly financial statement to the December 31, 2015 balances in the prior year agreed-upon procedures working papers. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Council's monthly financial statement to the December 31, 2016 balances in the Council's monthly financial statement. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the manual regular check register and the manual payroll register. The amounts agreed.
4. We confirmed the December 31, 2017 bank account balances with the Council's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the Council's Check Detail Report, to determine the debits were dated prior to December 31. There were no exceptions.

Cash Receipts

1. We summarized lodging taxes the Belmont County Cross Reference Report by Vendor reported as payments to the Council during the years ending December 31, 2017 and 2016. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2017	\$711,562
December 31, 2016	\$387,680

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Council's Deposit Detail Report. We noted variances of \$27,530 and \$57,500 during 2017 and 2016, respectively. The amounts in step 1 did agree to bank deposits on the bank statements. No other exceptions noted.

Cash Disbursements

1. We inquired of management regarding sources describing allowable purposes or restrictions related to the Council's disbursements of lodging taxes. We listed these sources and summarized significant related restrictions below:

Source of Restrictions

- a. The Council's Articles of Incorporation
- b. The Council's 501(c)(3) Tax Exemption
- c. Ohio Rev. Code § 5739.09(A)(2)
- d. Auditor of State Bulletin 2003-005

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

Ohio Rev. Code § 5739.09(A)(2) restricts the Council 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, 2017 and 2016 in addition to all disbursements exceeding \$5,000, 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.

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*. We were not engaged to, and did not examine or review the Council's lodging tax receipts and disbursements for the years ended December 31, 2017 and 2016, the objective of which would have been to opine on lodging tax receipts and disbursements or provide a conclusion. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is to provide assistance in the evaluation of the Council's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State
Columbus, Ohio

September 18, 2018

This page intentionally left blank.



Dave Yost • Auditor of State

BELMONT COUNTY TOURISM COUNCIL, INC.

BELMONT 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
OCTOBER 9, 2018**