



Dave Yost • Auditor of State

**COSHOCTON COUNTY CONVENTION AND VISITORS BUREAU
COSHOCTON COUNTY**

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Coshocton County Convention and Visitors Bureau
Coshocton County
432 N. Whitewoman Street
Coshocton, Ohio 43812

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Coshocton County Convention & Visitor Bureau, Coshocton County, Ohio (the Bureau), on the receipts, disbursements and balances recorded in the Bureau'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 Bureau. The Bureau 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 Bureau. 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 Bank Register Report to the December 31, 2015 balances in the prior year Bank Register Report. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Bank Register Report to the December 31, 2016 balances in the Bank Register Report. 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 Bank Register Report. The amounts did not agree. The bank reconciliation for December 31, 2016 showed a fund cash balance that differed to the Bank Register Report by an understatement of \$505. This was due to an ACH payment being shown as an outstanding check at December 31, 2016 when it shouldn't have been. It was a payment that cleared the bank and was recorded on the books in January 2017. The bank reconciliation for December 31, 2017 agreed to the fund cash balance reflected on the Bank Register Report. However, the fund cash balance on the Bank Register report was not properly stated. The fund cash balance was overstated by \$4,083 and should have been reflected as \$58,981. This difference was due to a transfer from savings to checking of \$6,000 not being recorded correctly and an IRS payment of \$1,917 that was improperly recorded twice. These were corrected and properly reflected in the 2018 ledgers.
4. We confirmed the December 31, 2017 bank account balances with the Bureau's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.

Cash (Continued)

5. We selected all 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 an exception as one debit should not have been reflected as an outstanding check. The transaction amounting to \$1,917 was reflected on both the Bank Register Report and the bank statement on December 15, 2017. The Fiscal Officer improperly reflected it as outstanding check as the transaction was improperly posted twice to the Bank Register Report. This caused the book balance for the checking account to be understated by \$1,917. This was corrected and properly reflected in the 2018 ledger.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. There were no exceptions.

6. We traced interbank account transfers occurring in December of 2017 and 2016 to the accounting records and bank statements to determine if they were properly recorded. We found that a transfer of \$6,000 was posted to the December 2017 Bank Register Report for the checking account but not reflected on the Bank Register Report for the savings account. The intent of the transfer was to move funds from the savings account into the checking account. It also was not reflected on the bank statements. This caused the book balance for the checking account to be overstated by \$6,000. This was corrected and properly reflected in 2018.

Cash Receipts

1. We summarized lodging taxes the City of Coshocton's Expense Audit Trail reported as payments to the Bureau during the years ending December 31, 2017 and 2016. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2017	\$52,092
December 31, 2016	\$60,790

We summarized lodging taxes the Coshocton County's Audit Trail by Vendor reported as payments to the Bureau during the years ending December 31, 2017 and 2016. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2017	\$77,112
December 31, 2016	\$83,765

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Bank Register 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:

Source of Restrictions

- a. The Bureau's Articles of Incorporation.
- b. The Bureau's 501(c)(6) Tax Exemption.
- c. City of Coshocton Resolution 5-06 and Coshocton County Resolution dated 5-19-1980.
- d. Ohio Rev. Code Section 5739.09(A)(2).

Cash Disbursements (Continued)

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

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, 2017 and 2016 in addition to all disbursements exceeding \$2,000, 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 Bureau'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 Bureau'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.



Dave Yost
Auditor of State
Columbus, Ohio

March 28, 2018

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COSHOCTON COUNTY CONVENTION AND VISITORS BUREAU

COSHOCTON 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
APRIL 24, 2018**