

***FAIRFIELD COUNTY VISITORS AND CONVENTION
BUREAU, INC.***

FAIRFIELD COUNTY

Agreed Upon Procedures

For the Years Ended December 31, 2017 and 2016





Dave Yost • Auditor of State

Members of the Board
Fairfield County Visitors and Convention Bureau, Inc.
124 W. Main Street, Suite 200
Lancaster, Ohio 43130

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Fairfield County Visitors and Convention Bureau, Inc., Fairfield County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2016 through December 31, 2017. 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 Fairfield County Visitors and Convention Bureau, Inc. is responsible for compliance with these laws and regulations.

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

Dave Yost
Auditor of State

August 9, 2018

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FAIRFIELD COUNTY VISITORS AND CONVENTION BUREAU, INC.
FAIRFIELD COUNTY

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Charles E. Harris & Associates, Inc.
Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Fairfield County Convention and Visitors Bureau
Fairfield County
W. Main Street, Suite 200
Lancaster, Ohio 43130

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Fairfield County Convention & Visitor Bureau (the Bureau) and the Auditor of State, 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 bank reconciliation. We found no exceptions. There was no bank reconciliation for December 31, 2016.
2. We agreed the January 1, 2016 beginning fund balances recorded in the General Ledger Report to the December 31, 2015 balances in the documentation 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 General Ledger Report to the December 31, 2016 balances in the General Ledger Report. We found no exceptions.
3. We agreed the total per the bank reconciliation to the total of the December 31, 2017 fund cash balances reported in the General Ledger Report. The amounts agreed. There was no bank reconciliation for December 31, 2016.
4. We confirmed the December 31, 2017 bank account balances with the Bureau'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 and February bank statements. We found no exceptions.
 - 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.

Cash Receipts

1. We confirmed with the City of Lancaster and the Fairfield County Auditor the lodging taxes it paid to the Bureau during the years ending December 31, 2017 and 2016. City of Lancaster and the Fairfield County Auditor confirmed the following amounts:

Year Ended	Amount
City of Lancaster	
December 31, 2017	\$162,225
December 31, 2016	\$152,623
Fairfield County	
December 31, 2017	\$319,788
December 31, 2016	\$301,410

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's General Ledger 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

- c. The Bureau's Articles of Incorporation
- d. The Bureau's By-Laws and Constitution
- e. The Bureau's 501(c)(6) Tax Exemption
- f. City of Lancaster's Ordinance 19-94
- g. Fairfield County, Ohio Resolution 7-17-81
- h. Contractual Agreement dated 1-29-85 between the County, Fairfield County Chamber of Commerce and the Bureau
- i. Ohio Rev. Code Section 5739.09(A)(2)
- j. Auditor of State of Ohio (AOS) Bulletin 2003-005

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.

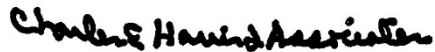
The City of Lancaster's Ordinance Number 19-94 dated 5-9-94, permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

Fairfield County Resolution 7-17-81 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

2. We haphazardly selected forty disbursements of lodging taxes from the years ended December 31, 2017 and 2016 in addition to all disbursements exceeding \$1,000 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.



Charles E. Harris & Associates, Inc.
May 17, 2018

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Dave Yost • Auditor of State

FAIRFIELD COUNTY VISITORS AND CONVENTION BUREAU

FAIRFIELD 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
AUGUST, 21 2018**