



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Carroll County Convention and Visitors Bureau
Carroll County
30 Public Square
Carrollton, Ohio 44615

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Carroll County Convention & Visitor Bureau (the Bureau) on the receipts, disbursements and balances recorded in the Bureau's cash basis accounting records for the years ended December 31, 2018 and 2017 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, 2018 and 2017 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, 2018 and December 31, 2017 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2017 beginning fund balances recorded in the General Ledger to the December 31, 2016 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2018 beginning fund balances recorded in the General Ledger to the December 31, 2017 balances in the General Ledger. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2018 and 2017 fund cash balances reported in the General Ledger Report. The amounts agreed in 2018. In 2017, the General Ledger reported an ending balance of (\$4,595.90) for the cash in the checking account, whereas the reconciliation reported (\$5,632.88). The variance of \$1,036.98 is due to a deposit reported on the General Ledger that should have been included as a deposit in transit on the reconciliation.
4. We confirmed the December 31, 2018 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, 2018 bank reconciliation without exception.

5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2018 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 check register, to determine the debits were dated prior to December 31. There were no exceptions.

Cash Receipts

1. We summarized lodging taxes the Village of Carrollton's Expense Audit Trail Report reported as payments to the Bureau during the years ending December 31, 2018 and 2017. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2018	\$37,166.21
December 31, 2017	\$45,222.14

We summarized lodging taxes Carroll County's Cross Reference Report reported as payments to the Bureau during the years ending December 31, 2018 and 2017. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2018	\$87,920.38
December 31, 2017	\$107,381.48

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's General Ledger. 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 501(c)(6) Tax Exemption
- b. The Agreement between Carroll County and the Carroll County Convention and Visitors Bureau
- c. Village of Carrollton Resolution 1999-14
- d. Ohio Rev. Code Section 5739.09(A)(2)

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 agreement between Carroll County and the Bureau and Village Resolution 1999-14 permit the Bureau to spend lodging taxes only for the promotion for tourism for the County.

We attempted to review the Articles of Incorporation for restrictions; however, the Bureau is considered a department of the Carroll County Chamber of Commerce and does not have separate Articles of Incorporation.

2. We selected a sample (agreed upon) of twenty disbursements of lodging taxes from the years ended December 31, 2018 and 2017 in addition to all disbursements exceeding \$3,000, 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 one exception. The Bureau issued check No. 2783 for \$600 to the Chamber of Commerce to pay for rent. We verified the check was endorsed by the Chamber of Commerce and reviewed the General Ledger to determine reoccurring disbursements made on a monthly basis. However, the purpose of the check could not be verified through a vendor invoice or other supporting documentation such as agreement with the Chamber of Commerce.

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, 2018 and 2017, 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, 2018 and 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

July 31, 2019

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CARROLL COUNTY CONVENTION AND VISITORS BUREAU

CARROLL 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 22, 2019**