

**WAYNE COUNTY CONVENTION AND VISITORS
BUREAU**

WAYNE COUNTY, OHIO

AGREED UPON PROCEDURES

For the Years Ended December 31, 2018 and 2017



OHIO AUDITOR OF STATE KEITH FABER



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

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Wayne County Convention and Visitors Bureau, Wayne County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2017 through December 31, 2018. 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 County Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

April 8, 2019

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WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY
For the Years Ended December 31, 2018 and 2017

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Wayne Convention and Visitors Bureau
Wayne County
428 West Liberty Street
Wooster, Ohio 44691

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Wayne 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, 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 Summary Trial Balance Report to the December 31, 2016 balances as documented 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 Summary Trial Balance Report to the December 31, 2017 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, 2018 and 2017 fund cash balances reported in the Summary Trial Balance Report. The amounts did not agree. For December 31, 2018, the total per the bank reconciliation was \$53 higher than the total balances reported in the Summary Trial Balance Report due to the December interest payment showing on the bank reconciliation, but not on the Summary Trial Balance Report. For December 31, 2017, the total per the bank reconciliation was \$29 higher than the total balances reported in the Summary Trial Balance Report due to the December interest payment showing on the bank reconciliation, but not on the Summary Trial Balance Report.
4. We confirmed the December 31, 2018 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, 2018 bank reconciliation without exception.

5. We selected all reconciling debits (such as outstanding checks) haphazardly 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 confirmed with Wayne County and the City of Wooster the lodging taxes it paid to the Bureau during the years ending December 31, 2018 and 2017.

Wayne County confirmed the following amounts:

Year Ended	Amount
December 31, 2018	\$344,082
December 31, 2017	\$354,981

The City of Wooster confirmed the following amounts:

Year Ended	Amount
December 31, 2018	\$18,474
December 31, 2017	\$21,842

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, 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 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, 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.



Charles E. Harris & Associates, Inc.
February 22, 2019

OHIO AUDITOR OF STATE KEITH FABER



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
APRIL 18, 2019**