

***THE DELAWARE COUNTY CONVENTION AND VISITORS
BUREAU, INC.***

DELAWARE COUNTY, OHIO

AGREED-UPON PROCEDURES

For the Year Ended December 31, 2019





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Columbus, Ohio 43215
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(800) 282-0370

Board of Trustees
Delaware County Convention and Visitors Bureau, Inc.
34 Sandusky St.
Delaware, Ohio 43015

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Delaware County Convention and Visitors Bureau, Inc., prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2019 through December 31, 2019. 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 Delaware County Convention and Visitors Bureau, Inc. is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

September 28, 2020

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THE DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.
DELAWARE COUNTY, OHIO
Agreed-Upon Procedures
For the Year Ended December 31, 2019

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

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Delaware County Convention and Visitors Bureau, Inc.
Delaware County
34 Sandusky St.
Delaware, Ohio 43015

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of The Delaware Convention & Visitors Bureau, Inc. (the Bureau) and the Auditor of State, on the receipts, disbursements and balances recorded in the Bureau's cash basis accounting records for the year ended December 31, 2019 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 year ended December 31, 2019 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 and Investments

1. We recalculated the December 31, 2019 bank reconciliation. We found no exceptions.
2. We agreed the January 1, 2019 beginning fund balances recorded in the Trial Balance to the December 31, 2018 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the total per the bank reconciliations to the total of the December 31, 2019 fund cash balances reported in the Statement of Financial Position. The amount per the bank reconciliation was \$366 more than the balance in the Statement of Financial Position. Interest totaling \$389 and an online transaction of \$23 were not recorded in the books but recorded by the bank at December 31, 2019. These transactions were due to timing differences and were booked in January 2020.
4. We confirmed the December 31, 2019 bank account balance with the Bureau's financial institution. We found no exceptions. The balance agreed. We also agreed the confirmed balance to the amount appearing in the December 31, 2019 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2019 bank reconciliation:
 - a. We traced three of the debits to the subsequent January bank statement. The remaining two items have not yet cleared the bank because they were erroneously entered as ACH payments that were never processed. Therefore, they will never clear the bank and cash is understated by \$2,764. The client will void the transactions in 2020 to correct the balance.
 - 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 inspected investments held at December 31, 2019 to determine that they were of a type authorized by the CVB. We found no exceptions

Cash Receipts

1. We summarized lodging taxes the Delaware County's Vendor Report reported as payments to the Bureau during the year ending December 31, 2019. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2019	\$314,654

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Trial Balance Report. The amount recorded in the trial balance was \$327,295, a difference of \$12,641. The difference represents a receipt of \$20,801 which was paid by the County in December of 2018 but not received and recorded by the Bureau until January of 2019. In addition, a receipt from the County of \$8,160 was recorded as a reduction of expense rather than revenue.

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. 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.

2. We selected 10 disbursements of lodging taxes from the Check Detail Report for the year ended December 31, 2019 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, 2019, 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.

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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 year ended December 31, 2019, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

Charles Harris Associates

Charles E. Harris & Associates, Inc.
August 26, 2020

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OHIO AUDITOR OF STATE KEITH FABER



DELAWARE COUNTY CONVENTION AND VISITORS BUREAU

DELAWARE COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 10/8/2020

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov