

**CONVENTION AND VISITORS BUREAU OF WORTHINGTON, INC.**

Financial Statements

December 31, 1999

with

Independent Auditors' Report

**Clark, Schaefer, Hackett & Co.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

**CONVENTION AND VISITORS BUREAU OF WORTHINGTON, INC.**

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STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Board of Directors  
Convention and Visitors Bureau of Worthington, Inc.

We have reviewed the independent auditor's report of the Convention and Visitors Bureau of Worthington, Inc., Franklin County, prepared by Clark, Schaefer, Hackett & Co., Certified Public Accountants, for the audit period January 1, 1998 through December 31, 1999. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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 Convention and Visitors Bureau of Worthington, Inc. is responsible for compliance with these laws and regulations.



JIM PETRO  
Auditor of State

July 11, 2000

Clark, Schaefer, Hackett & Co.  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

Independent Auditors' Report

Board of Directors  
Convention and Visitors Bureau of Worthington, Inc.

We have audited the accompanying statement of cash receipts and disbursements of Convention and Visitors Bureau of Worthington, Inc. (a non-profit organization) (the Bureau) as of and for the two year period ended December 31, 1999. This financial statement is the responsibility of the Bureau's management. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of Convention and Visitors Bureau of Worthington, Inc. for the two year period ended December 31, 1999, in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2000, on our consideration of the Bureau's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

*Clark, Schaefer, Hackett & Co.*

Columbus, Ohio  
May 30, 2000

**CONVENTION AND VISITORS BUREAU OF WORTHINGTON, INC.**

Statement of Cash Receipts and Disbursements

For the Two Year Period Ended December 31, 1999

Cash receipts:		
Bed tax income	\$	-180,165
Interest Income		817
Miscellaneous income		3
Membership dues:		
Membership in-kind services	1,168	
Membership dues	<u>20,730</u>	
		<u>21,898</u>
		<u>202,883</u>
Cash disbursements:		
Program:		
Convention and conference		1,582
Promotion:		
In-kind services expenses	1,168	
Other	<u>6,516</u>	
		7,684
General and administrative:		
Payroll and payroll taxes		100,180
Payroll processing		765
Advertising		48,816
Audit		2,133
Dues and subscriptions		3,588
Office supplies		3,593
Postage		5,105
Printing		1,530
Rent		5,993
Telephone		7,046
Travel and entertainment		5,659
Gifts		50
Miscellaneous		<u>569</u>
		<u>194,293</u>
Excess of cash receipts over cash disbursements		8,590
Cash - beginning of the period		<u>14,750</u>
Cash - end of the period	\$	<u>23,340</u>

See accompanying notes to the financial statements.

## CONVENTION AND VISITORS BUREAU OF WORTHINGTON, INC.

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies:

The following accounting principles and practices of Convention and Visitors Bureau of Worthington, Inc. (the Bureau) are set forth to facilitate the understanding of data presented in the financial statements:

##### Nature of activities

Convention and Visitors Bureau of Worthington, Inc. was organized to enhance and promote the city of Worthington as a meeting place for conventions and conferences and as an attraction for tourists.

##### Basis of accounting

The financial statement of the Bureau is prepared on the basis of cash receipts and disbursements. Revenue is recognized to the extent of cash received. Operating expenses are recognized when paid. A financial statement in conformity with generally accepted accounting principles would require the accrual of revenues when earned or upon commitments from grantors and the recognition of expenses when incurred. Accordingly, this financial statement is not intended to be in accordance with generally accepted accounting principles.

##### Income taxes

The Bureau is exempt from federal income taxes under Section 501(c)(6) of the Internal Revenue Code.

##### Concentrations

Approximately ninety percent of the Bureau's receipts are from the City of Worthington's Bed Tax, which is authorized by city ordinance No. 116-92.

##### Advertising costs

Advertising costs are charged to operations in the period paid and totaled \$48,816 for the two year period ended December, 1999.

# Clark, Schaefer, Hackett & Co.

CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors  
Convention and Visitors Bureau of Worthington, Inc.

We have audited the statement of cash receipts and disbursements of Convention and Visitors Bureau of Worthington, Inc. (a nonprofit organization) (the Bureau) as of and for the two year period ended December 31, 1999, and have issued our report thereon dated May 30, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Bureau's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Bureau's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the management, Board of Directors and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Clark, Schaefer, Hackett & Co.*

Columbus, Ohio  
May 30, 2000





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CONVENTION AND VISITORS BUREAU OF WORTHINGTON, INC.

FRANKLIN 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.

By: Susan Babbitt

Date: AUGUST 15, 2000