



**HOLMES COUNTY TOURISM BUREAU
HOLMES COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

HOLMES COUNTY TOURISM BUREAU
HOLMES COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Holmes County Tourism Bureau
Holmes County
35 N. Monroe St.
Millersburg, OH 44654

To the Board of Directors:

We have audited the accompanying financial statements of the Holmes County Tourism Bureau, Holmes County, Ohio, (the Bureau) as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits 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 audits to obtain reasonable assurance about whether the financial statements are 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 audits provide a reasonable basis for our opinion.

As described in Note 1, the Bureau prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Holmes County Tourism Bureau, Holmes County, as of December 31, 2000 and 1999, and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2001, 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

This report is intended solely for the information and use of management, the Board of Directors and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

March 30, 2001

**HOLMES COUNTY TOURISM BUREAU
HOLMES COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - GOVERNMENTAL FUND TYPE
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999**

	Governmental Fund Type	
	2000	1999
Cash Receipts:		
Hotel/Motel Tax	\$47,644	\$42,176
Advertising Income	23,073	5,622
Special Projects	5,290	13,406
Interest	726	883
Miscellaneous	2,506	965
Total Cash Receipts	79,239	63,052
Cash Disbursements:		
Current:		
Administrative	19,077	19,623
Postage/Distribution	14,546	11,912
Advertising	18,617	6,272
Special Projects	16,273	22,860
Miscellaneous	553	3,942
Relocation Expenses	0	17,250
Equipment	205	4,123
Total Cash Disbursements	69,271	85,982
Total Cash Receipts Over/(Under) Cash Disbursements	9,968	(22,930)
Fund Cash Balances, January 1	8,695	31,625
Fund Cash Balances, December 31	\$18,663	\$8,695

The notes to the financial statements are an integral part of this statement.

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**HOLMES COUNTY TOURISM BUREAU
HOLMES COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Holmes County Tourism Bureau, Holmes County, Ohio, (the Bureau) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Bureau is directed by a nine to fifteen member Board of Directors (Board). The purpose of the Bureau is to promote tourism, conferences, conventions, and group meeting to the Holmes County area.

The Bureau's management believes these financial statements present all activities for which the Bureau is financially accountable.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash

Money Market funds are valued at cost.

D. Fund Accounting

The Bureau uses fund accounting to segregate cash that is restricted as to use. The Bureau classifies its fund as a General Fund which is the general operating fund and it is used to account for all financial resources of the Bureau.

E. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as equipment disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**HOLMES COUNTY TOURISM BUREAU
HOLMES COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

2. EQUITY IN POOLED CASH

The carrying amount of cash at December 31 was as follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	\$4,495	\$1,124
Money market funds	<u>14,168</u>	<u>7,571</u>
Total deposits	<u>\$18,663</u>	<u>\$8,695</u>

Deposits:

Deposits are insured by the Federal Depository Insurance Corporation.

3. HOTEL/MOTEL TAX

The County provides funding to the Bureau by remitting collections from the County's hotel/motel tax.

4. RISK MANAGEMENT

The Bureau has obtained commercial insurance for general liability risks.



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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON
INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Holmes County Tourism Bureau
Holmes County
35 N. Monroe St.
Millersburg, OH 44654

To the Board of Directors:

We have audited the financial statements of the Holmes County Tourism Bureau, Holmes County, Ohio, (the Bureau) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated March 30, 2001. We conducted our audits 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 statements are 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 audits 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*.

However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Bureau in a separate letter dated March 30, 2001.

Internal Control Over Financial Reporting

In planning and performing our audits, 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 statements 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.

However, we noted certain matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Bureau in a separate letter dated March 30, 2001.

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

Jim Petro
Auditor of State

March 30, 2001



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HOLMES COUNTY TOURISM BUREAU

HOLMES 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
MAY 15, 2001**