



**JEFFERSON TOWNSHIP - HOLIDAY
CITY VISITORS BUREAU
WILLIAMS COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009



Mary Taylor, CPA
Auditor of State

**JEFFERSON TOWNSHIP-HOLIDAY CITY VISITORS BUREAU
WILLIAMS COUNTY**

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Mary Taylor, CPA
Auditor of State

Jefferson Township – Holiday City Visitors Bureau
Williams County
13918 – B County Road M
Holiday City, Ohio 43543-9785

To the Board of Directors

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

Mary Taylor

Mary Taylor, CPA
Auditor of State

July 23, 2010

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Jefferson Township – Holiday City Visitors Bureau
Williams County
13918-B County Road M
Holiday City, Ohio 43543-9785

To the Board of Directors:

We have audited the accompanying financial statements of Jefferson Township-Holiday City Visitors Bureau, Williams County,(the Bureau) as of and for the years ended December 31, 2009 and 2008. 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 audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Bureau has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the fund the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Bureau's larger (i.e. major) funds separately. While the Bureau does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Bureau has elected not to

follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2009 and 2008 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Bureau as of December 31, 2009 and 2008, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balance of Jefferson Township-Holiday City Visitors Bureau, Williams County, as of December 31, 2009 and 2008, and its cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Bureau has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 23, 2010, on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Mary Taylor, CPA
Auditor of State

July 23, 2010

**JEFFERSON TOWNSHIP - HOLIDAY CITY VISITORS BUREAU
WILLIAMS COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008**

	2009	2008
Cash Receipts:		
Lodging Tax	\$41,331	\$44,407
Billboard Advertising	24,613	18,600
Earnings on Investments	1,009	3,703
Miscellaneous		90
	66,953	66,800
Total Cash Receipts		
Cash Disbursements:		
Advertising	62,678	52,906
Contracted / Professional Services	2,487	4,307
Membership Dues	554	130
Miscellaneous	8	168
Office Equipment	422	1,142
Office Supplies	346	123
Payroll	9,534	8,756
Rent	600	600
Utilities	1,212	1,183
	77,841	69,315
Total Cash Disbursements		
Total Disbursements over Receipts	(10,888)	(2,515)
Fund Cash Balance, January 1	89,399	91,914
Fund Cash Balance, December 31	\$78,511	\$89,399

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

**JEFFERSON TOWNSHIP-HOLIDAY CITY VISITORS BUREAU
WILLIAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008**

1. Summary of Significant Accounting Policies

A. Description of the Entity

Jefferson Township-Holiday City Visitors Bureau, Williams County, (the Bureau) is a non-profit corporation established as an independent entity by Jefferson Township and the Village of Holiday City in 2000. The purpose of the Bureau is to promote the tourism industry in Jefferson Township, including the Village of Holiday City, and in general Williams County. The Bureau is directed by an appointed seven member Board of Directors.

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

B. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Bureau recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Deposits and Investments

The Bureau's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township values certificates of deposit at cost.

D. Fund Accounting

The Bureau uses only one fund classification, a General Fund. The General Fund is the general operating fund. It is used to account for all financial resources.

E. Property, Plant, and Equipment

The Bureau records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

2. Deposits

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

**JEFFERSON TOWNSHIP-HOLIDAY CITY VISITORS BUREAU
WILLIAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008
(Continued)**

2. Deposits (Continued)

	<u>2009</u>	<u>2008</u>
Demand deposits	\$2,916	\$8,744
Certificates of deposit	75,595	80,655
Total deposits	<u>\$78,511</u>	<u>\$89,399</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

3. HOTEL/MOTEL LODGING TAX

The Bureau receives 50 percent of the hotel/motel taxes collected by Jefferson Township from hotels/motels located in the Village of Holiday City and 25 percent of the taxes collected from hotels/motels outside of the Village but within the Township. The tax, levied by the Township Trustees, is an excise tax of three percent on lodging furnished to transient guests in the Village and six percent of lodging furnished to transient guests throughout the rest of the Township.

4. RETIREMENT SYSTEM

The Bureau's employee contributes the required 6.2 percent of her gross wages to Social Security. The Bureau's liability is also 6.2 percent of gross salaries

5. Risk Management

Commercial Insurance

The Bureau has obtained commercial insurance for the following risks:

- Directors and officers non-profit organization liability;
- Commercial property; and
- Commercial general liability.

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Jefferson Township-Holiday City Visitors Bureau
Williams County
13918-B County Road M
Holiday City, Ohio 43543-9785

To the Board of Directors:

We have audited the financial statements of the Jefferson Township-Holiday City Visitors Bureau, Williams County, (the Bureau) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated July 23, 2010 wherein we noted the Bureau followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Bureau's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Bureau's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Bureau's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Bureau's financial statements will not be prevented, or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Compliance and Other Matters

As part of reasonably assuring whether the Bureau's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note certain matters not requiring inclusion in this report that we reported to the Bureau's management in a separate letter dated July 23, 2010.

We intend this report solely for the information and use of the audit committee, management, the Board of Directors, and others with the Bureau. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

July 23, 2010

JEFFERSON TOWNSHIP-HOLIDAY CITY VISITORS BUREAU
WILLIAMS COUNTY

SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2009 AND 2008

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2007-001	No documentation for Special Event revenues	Yes	



Mary Taylor, CPA
Auditor of State

JEFFERSON TOWNSHIP HOLIDAY CITY VISITORS BUREAU
WILLIAMS 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 17, 2010