

**PORTSMOUTH AREA CONVENTION AND VISITORS BUREAU
SCIOTO COUNTY
Agreed Upon Procedures Report
For the Years Ended December 31, 2011 and 2010**

Perry & Associates
Certified Public Accountants, A.C.



Dave Yost • Auditor of State

Board of Directors
Portsmouth Area Convention and Visitors Bureau
342 Second Street
Portsmouth, Ohio 45662

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Portsmouth Area Convention and Visitors Bureau, prepared by Perry & Associates, Certified Public Accountants, A. C., for the period January 1, 2010 through December 31, 2011. Based upon this review, we have accepted these reports 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 Portsmouth Area Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

November 9, 2012

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**PORTSMOUTH AREA CONVENTION AND VISITORS BUREAU
SCIOTO COUNTY**

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

July 6, 2012

Portsmouth Area Convention and Visitors Bureau
Scioto County
342 Second Street.
Portsmouth, Ohio 45662

To the Board of Directors:

We have performed the procedures enumerated below, to which the management of the **Portsmouth Area Convention and Visitors Bureau** (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from the City of Portsmouth, and Nile, Porter and Clay Townships, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2011 and 2010. The Bureau is responsible for disbursing lodging taxes for allowable purposes. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the Bureau. 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.

Cash Receipts

1. We confirmed with the City of Portsmouth, and Nile, Porter and Clay Townships the lodging taxes they paid to the Bureau during the years ending December 31, 2011 and 2010. The City and Townships confirmed the following amounts:

Year Ended	Amount
December 31, 2011	\$83,988
December 31, 2010	\$77,907

2. We compared the amounts from step 1. to amounts recorded as lodging tax receipts on the Bureau's general ledger. During 2011, we noted \$3,398 in revenue posted as Miss Ohio Pageant Revenue rather than Lodging Tax Revenue. We found no other 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:

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Cash Disbursements (Continued)

Source of Restrictions

- a. The Bureau's Articles of Incorporation
- b. The Bureau's 501 (C)(6) Tax Exemption
- c. AOS Bulletin 2003-005

The Bureau's tax exemption prohibits it from disbursements supporting a candidate's election.

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, 2011 and December 31, 2010 in addition to all disbursements exceeding \$1,000, 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.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2011 and 2010, the objective of which would have been to opine on lodging tax receipts and disbursements. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the Bureau and is not intended to be, and should not be used by anyone else.

Respectfully Submitted,



Perry & Associates
Certified Public Accountants, A.C.



Dave Yost • Auditor of State

PORTSMOUTH AREA CONVENTION AND VISITORS BUREAU

SCIOTO 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
NOVEMBER 27, 2012**