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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Miami County Visitors and Convention Bureau
Miami County
405 Southwest Public Square, Suite 272
Troy, Ohio 45373

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the Miami County Visitors and Convention Bureau (the Bureau), on the receipts, disbursements and balances recorded in the Bureau's cash basis accounting records for the years ended December 31, 2017 and 2016 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 years ended December 31, 2017 and 2016 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, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Check Register Report to the December 31, 2015 balances in the Check Register Report. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Check Register Report to the December 31, 2016 balances in the Check Register Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Check Register Report. The amounts agreed.
4. We confirmed the December 31, 2017 bank account balance with the Bureau's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation; however, we identified that the Bureau had certificates of deposit with a total value of \$120,882 at December 31, 2017 that were not on the bank reconciliation or on the Bureau's accounting system. The Bureau should record and track all bank and investment accounts on its accounting system and the month-end bank reconciliation should reconcile total bank and investments account balances to total bank and investment account balances on the Bureau's accounting system.

Cash and Investments (Continued)

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the Check Register Report, to determine the debits were dated prior to December 31. There were no exceptions.
6. We inspected investments held at December 31, 2017 and 2016 to determine that they:
 - a. Were of a type authorized by the Bureau. We found no exceptions.

Cash Receipts

1. We confirmed with Miami County the lodging taxes it paid to the Bureau during the years ending December 31, 2017 and 2016. Miami County confirmed the following amounts:

Year Ended	Amount
December 31, 2017	\$450,111.80
December 31, 2016	\$438,675.74

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Check Register Report. We found no 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:

Source of Restrictions

- a. The Bureau's Articles of Incorporation
- b. The Bureau's 501(c)(6) Tax Exemption
- c. The Bureau's Code of Regulations
- d. Ohio Rev. Code Section 5739.09(A)(2)
- e. The operating agreements dated April 25, 2013 and May 3, 2016 between the Bureau and Miami County.

The Bureau's Articles of Incorporation prohibit it from making disbursements that benefit its members, trustees, officers, or other private persons, except that the Bureau shall pay reasonable compensation for services rendered and make payments in furtherance of the purposes for which the Bureau was established. Additionally, the Bureau's Articles of Incorporation prohibit it from participating in, or intervening in any political campaign on behalf of any candidate for public office.

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

The Bureau's Code of Regulations prohibits it from participating in, or lending its influence or facilities to, the nomination, election, or appointment of any candidate for political office.

Cash Disbursements (Continued)

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."

The operating agreements between the Bureau and Miami County restricts the purpose of lodging tax funds to provide financing for the establishment and maintenance of a Visitors and Convention Bureau, whose purpose it is to promote Miami County as a destination and/or a venue for tourism and conventions.

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, 2017 and 2016, in addition to all disbursements exceeding \$4,000, 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.

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, 2017 and 2016, 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.

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 years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State
Columbus, Ohio

April 17, 2018

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MIAMI COUNTY CONVENTION VISITORS BUREAU

MIAMI 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 10, 2018**