



OHIO AUDITOR OF STATE
KEITH FABER



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Vinton County Convention and Visitors Bureau
Vinton County
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We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Vinton County Convention and Visitors Bureau, Vinton County, Ohio (the Bureau), for the years ended December 31, 2018 and 2017.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code § 117.11(A). Because our procedures were not designed to opine on the Bureau's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Bureau's financial statements, transactions or balances for the years ended December 31, 2018 and 2017.

The Bureau's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code § 117.11(A) is to examine, analyze and inspect these records and documents.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

Current Year Observations

1. We scanned the bank reconciliation detail report prepared as of December 31, 2018 noting that it included two checks written to cash and two cash withdrawals from the checking account. Total amounts written to cash in 2017 and 2018 were \$1,500 and \$2,600, respectively, and cash withdrawals were \$2,500 and \$2,400 for 2017 and 2018, respectively. The checks written to cash were to purchase trailers from private sellers and the cash withdrawals were for various expenses of the Midnight at Moonville Festival. The Fiscal Officer was unable to provide invoices which would agree to the cash amounts withdrawn from the account and, although we were able to perform alternative procedures, we cannot have absolute determination of what these amounts were fully spent towards.

The Fiscal Officer should ensure that proper documentation is maintained in the form of an invoice or receipt detailing the amounts expended for all disbursements, including any made from cash withdrawals. These practices could result in unauthorized payments as lack of documentation could lead to questions regarding a proper public purpose and the potential for fraudulent activities to occur. The Fiscal Officer and Board should consider making disbursements only using checks instead of cash to lessen the risk of loss or fraud.

2. We examined the bank reconciliations prepared for the audit period as of December 31, 2018. It included multiple unexplained theft charges totaling \$1,175 from July through November 2017 that were not recovered due to not being identified timely. There was no documentation that bank reconciliations were being completed prior to 2018. Reconciling cash is a critical control in assuring all transactions are posted accurately and in the proper accounting period.

Current Year Observations (Continued)

Unidentified differences result in inaccurate fund cash balance information, and conceivably could cause deficit spending and fraudulent spending occurring.

Also, the Bureau's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft. Our prior audit also reported this deficiency.

Current Status of Matters Reported in our Prior Engagement

3. In addition to the matters reported in items 1 and 2 above, our prior audit for the years ended December 31, 2016 and 2015 included an observation for not performing timely bank reconciliations. During the current audit period, the Bureau began using Inuit QuickBooks and performed bank reconciliations beginning in 2018.



Keith Faber
Auditor of State
Columbus, Ohio

July 22, 2019

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VINTON COUNTY CONVENTION AND VISITORS BUREAU

VINTON 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 1, 2019