

PICKAWAY COUNTY VISITORS BUREAU

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

* * * * *

December 31, 2001 and 2000

Harr & Scherer, CPAs, Inc.
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STATE OF OHIO
OFFICE OF THE AUDITOR

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Board of Trustees
Pickaway County Visitors Bureau
P.O. Box 462
Circleville, Ohio 43113

We have reviewed the Independent Auditor's Report of the Pickaway County Visitors Bureau, Pickaway County, prepared by Harr & Scherer, CPAs, Inc., for the audit period January 1, 2000 through December 31, 2001. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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 Pickaway County Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO
Auditor of State

July 18, 2002

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Harr & Scherer, CPAs, Inc.

To the Board of Trustees
Pickaway County Visitors Bureau
Circleville, Ohio

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying statements of financial position of Pickaway County Visitors Bureau as of December 31, 2001 and 2000 and the related statements of activities and changes in net assets and cash flows for the years then ended. These financial statements are the responsibility of the Pickaway County Visitors Bureau management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, 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 audit 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 audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pickaway County Visitors Bureau as of December 31, 2001 and 2000 and the results of its activities and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 25, 2002 on our consideration of the Pickaway County Visitors 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 audit.

Circleville, Ohio
June 25, 2002

Harr & Scherer, CPAs

PICKAWAY COUNTY VISITORS BUREAU

STATEMENTS OF FINANCIAL POSITION

December 31, 2001 and 2000

	<u>2001</u>	<u>2000</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 40,849	\$ 55,944
Investments	47,000	37,000
Prepaid expenses	2,708	636
Bed taxes receivable	13,893	4,932
Accrued interest receivable	924	1,638
Inventory	<u>5,711</u>	<u>-</u>
TOTAL CURRENT ASSETS	<u>111,085</u>	<u>100,150</u>
PROPERTY AND EQUIPMENT		
Office equipment	6,353	4,778
Less accumulated depreciation	<u>(3,422)</u>	<u>(2,648)</u>
NET PROPERTY AND EQUIPMENT	<u>2,931</u>	<u>2,130</u>
TOTAL ASSETS	<u>\$ 114,016</u>	<u>\$ 102,280</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 291	\$ 295
Accrued payroll and related liabilities	<u>992</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	<u>1,283</u>	<u>295</u>
NET ASSETS	<u>112,733</u>	<u>101,985</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 114,016</u>	<u>\$ 102,280</u>

The accompanying notes are an integral part of these financial statements.

PICKAWAY COUNTY VISITORS BUREAU

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Years Ended December 31, 2001 and 2000

	2001	2000
Revenue:		
Lodging excise tax	\$ 69,168	\$ 65,048
Interest income	3,249	4,770
Other	1,254	494
TOTAL REVENUE	73,671	70,312
Expenses:		
Salaries and wages	27,769	20,136
Employment taxes	2,124	1,540
Other employee benefits	2,279	842
Travel	1,733	2,670
Advertising	7,956	13,887
Marketing	4,016	3,231
Postage	1,590	1,064
Professional development	325	745
Professional services	1,038	1,957
Administrative support	5,100	5,100
Copier	489	701
Dues	1,470	1,703
Rent	2,200	1,800
Telephone	1,451	1,607
Depreciation	774	916
Office supplies	918	1,706
Office maintenance	650	508
Website	567	-
Miscellaneous	474	474
TOTAL EXPENSES	62,923	60,587
 INCREASE IN NET ASSETS	 10,748	 9,725
Net assets, beginning of year	101,985	92,260
Net assets, end of year	\$ 112,733	\$ 101,985

The accompanying notes are an integral part of these financial statements.

PICKAWAY COUNTY VISITORS BUREAU

STATEMENTS OF CASH FLOWS

For the Years Ended December 31, 2001 and 2000

	2001	2000
CASH FLOW FROM OPERATING ACTIVITIES		
Cash received from lodging excise tax	\$ 60,207	\$ 64,696
Cash paid for employee salaries and benefits	(31,180)	(22,518)
Cash payments to suppliers for goods and services	(37,764)	(37,494)
Cash received from other sources	1,254	494
Net cash provided (used) by operating activities	(7,483)	5,178
CASH FLOW FROM INVESTING ACTIVITIES		
Interest on cash and investments	3,963	3,132
Purchase of office equipment	(1,575)	(200)
Purchase of investments	(10,000)	-
Net cash provided (used) by investing activities	(7,612)	2,932
Net increase (decrease) in cash and cash equivalents	(15,095)	8,110
Cash and cash equivalents at beginning of year	55,944	47,834
Cash and cash equivalents at end of year	\$ 40,849	\$ 55,944
RECONCILIATION OF NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Increase in Net Assets	\$ 10,748	\$ 9,725
Adjustments to reconcile net assets to net cash provided by operating activities:		
Depreciation	774	916
Interest on cash and investments (non-operating)	(3,249)	(4,770)
Changes in assets and liabilities:		
Decrease (increase) in prepaid expenses	(2,072)	(636)
Decrease (increase) in bed taxes receivable	(8,961)	(352)
Decrease (increase) in inventories	(5,711)	-
Increase (decrease) in accounts payable	(4)	295
Increase (decrease) in accrued payroll and related liabilities	992	-
Total adjustments	(18,231)	(4,547)
Net cash provided (used) by operating activities	\$ (7,483)	\$ 5,178

The accompanying notes are an integral part of these financial statements.

PICKAWAY COUNTY VISITORS BUREAU

NOTES TO FINANCIAL STATEMENTS

December 31, 2001 and 2000

NATURE OF ACTIVITY

For the fiscal year ended December 31, 2000, the Pickaway County Visitors Bureau (the Bureau) was a component unit of the Circleville-Pickaway County Chamber of Commerce (the Chamber), a not-for-profit organization. Effective January 1, 2001, the Bureau was formed as a separate not-for-profit organization in accordance with Section 501(c)(4) of the Internal Revenue Code. The Bureau was formed to promote and foster tourism, meetings and conventions, within Pickaway County in south central Ohio.

The Bureau is governed by a Board of Trustees made up of no less than seven (7), but no more than fourteen (14) members. The Board shall be made up of the following:

- 1) One designate of the Chamber of Commerce;
- 2) One designate of the Pickaway County Township Trustee's and Clerk's Association;
- 3) One designate of the County's largest city (Circleville);
- 4) One designate of the Pickaway County Commissioners;
- 5) Two representatives of the Pickaway County Lodging Industry;
- 6) One representative of the Pickaway County Festivals, and
- 7) The remainder to be elected at the Board's discretion.

The Chamber provides administrative support, various supplies, and other to the Bureau for which the Bureau reimburses the Chamber. The Bureau paid the Chamber \$6,830 in 2001 and \$8,031 in 2000 for services, supplies and rent.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements for the fiscal years ended December 31, 2001 and 2000 were prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Pickaway County Visitors Bureau presents its financial statements in accordance with Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, the Bureau is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a Statement of Cash Flows. Since the Bureau's scope of operations is narrow, it only has one class of net assets (unrestricted).

Cash and Cash Equivalents – Short-term, highly liquid debt instruments that are readily convertible to known amounts of cash and have original maturities of three months or less are considered to be cash equivalents.

As of December 31, 2001 and 2000, \$25,702 and \$22,304 respectively of the cash and cash equivalents was insured by the Securities Investor Protection Corporation and the remainder was fully insured under the FDIC.

Bed Taxes Receivable – Bed taxes receivable represents taxes due at December 31, 2001 and 2000 from various government entities, but not collected until 2002 and 2001, respectively. The Bureau considers the receivables to be fully collectible; accordingly, no allowance for doubtful accounts is required.

PICKAWAY COUNTY VISITORS BUREAU

NOTES TO FINANCIAL STATEMENTS - Continued

December 31, 2001 and 2000

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Income Taxes – As noted previously, during 2000 the Bureau was a component unit of the Circleville-Pickaway Chamber of Commerce, which is exempt from federal income taxes under Section 501 (c)(3) of the Internal Revenue Code. During fiscal year 2001, the Bureau obtained exemption from federal income taxes under Section 501(c)(4) of the Internal Revenue Code. Thus, no provision or accrual for income taxes is included in these financial statements.

Revenue – Revenue is recorded when earned. The primary source of revenue is derived from a contractual agreement between Monroe Township, Circleville Township, Pickaway Township, the City of Circleville and the Bureau (during fiscal year 2000 the contract was with the Chamber of Commerce). According to the agreement, the Bureau is the designated agency to receive the 3% lodging excise tax collected by the townships and the city. Of this 3%, the Bureau receives 1.5%.

Inventory - Inventory is stated at the lower of cost or market determined by the first-in, first-out method. Inventory consists of visitor guides.

Prepaid Expenses – Expenses that benefit periods beyond the current fiscal years are recorded as assets and subsequently recorded as expenses when the goods or services are provided.

Use of Estimates – The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Although these estimates are based on management's knowledge of current events and actions it may undertake in the future, they may ultimately differ from actual results.

PROPERTY AND EQUIPMENT

Acquisitions of equipment are not expensed, but rather, are recorded as assets in the accompanying financial statements. They are reported at cost and depreciated by the straight-line method over their estimated useful lives, which are five (5)years.

PICKAWAY COUNTY VISITORS BUREAU

NOTES TO FINANCIAL STATEMENTS - Continued

December 31, 2001 and 2000

INVESTMENTS

Investments as of December 31, 2001 and 2000 consist of certificates of deposit and are recorded in the financial statements at cost, which does not vary significantly from market value. Since the certificates of deposit have been or will be redeemed at cost on the maturity date, they are recorded at cost rather than at market value. These certificates of deposit were fully insured by the FDIC. None of the financial instruments are held for trading purposes. They include the following as of December 31, 2001 and 2000:

2001

<u>Description</u>	<u>Cost</u>	<u>Market Value</u>
Lake Forest Bank & Trust Co., CD 4.5%, June 13, 2001, matures on June 13, 2002	\$ 37,000	\$ 37,232
Progress Bank, CD 2.5%, December 27, 2001, matures on June 27, 2002	<u>10,000</u>	<u>9,989</u>
Total	<u>\$ 47,000</u>	<u>\$ 47,221</u>

2000

<u>Description</u>	<u>Cost</u>	<u>Market Value</u>
BSB Bank & Trust Co 5.65%, May 3, 2000, matures on May 3, 2001	<u>\$ 37,000</u>	<u>\$ 36,975</u>

Harr & Scherer, CPAs, Inc.

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Trustees
Pickaway County Visitors Bureau
Circleville, Ohio

We have audited the financial statements of the Pickaway County Visitors Bureau, as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated June 25, 2002. We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 Pickaway County Visitors 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 audit 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Pickaway County Visitors 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 other 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 June 25, 2002.

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

Circleville, Ohio
June 25, 2002



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OFFICE OF THE AUDITOR

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PICKAWAY COUNTY VISITORS BUREAU

PICKAWAY 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 6, 2002**