



**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2007**



**Mary Taylor, CPA**  
Auditor of State



**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

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**Mary Taylor, CPA**  
Auditor of State

Bowling Green Convention and Visitors Bureau  
Wood County  
119 E. Court Street  
Bowling Green, Ohio 43402-2402

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

June 19, 2008

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# Mary Taylor, CPA

Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT

Bowling Green Convention and Visitors Bureau  
Wood County  
119 E. Court Street  
Bowling Green, Ohio 43402-2402

To the Board of Directors:

We have audited the accompanying financial statements of the Bowling Green Convention and Visitors Bureau, Wood County, (the Convention Bureau), as of and for the years ended December 31, 2007 and 2006. These financial statements are the responsibility of the Convention 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 Convention 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 requires presenting entity wide statements and also presenting the Convention Bureau's larger (i.e. major) fund separately. While the Convention 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 convention bureaus to reformat their statements. The Convention 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, 2007 and 2006, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Convention Bureau as of December 31, 2007 and 2006, 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 Bowling Green Convention and Visitors Bureau, Wood County, as of December 31, 2007 and 2006, and its cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Convention 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 June 19, 2008, on our consideration of the Convention Bureau'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

June 19, 2008



**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN CASH BALANCE - GENERAL FUND  
FOR THE YEARS ENDED DECEMBER 31, 2007 AND 2006

|   | <b>2007</b>      | <b>2006</b>      |
|---|------------------|------------------|
| <b>Cash Receipts</b>                        |                  |                  |
| Hotel/Motel Taxes                           | \$ 100,661       | \$ 102,057       |
| Charges for Services                        | 11,594           | 9,765            |
| Interest                                    |                  | 3                |
| Miscellaneous Revenues                      | 1,640            | 1,146            |
| Total Cash Receipts                         | 113,895          | 112,971          |
| <b>Cash Disbursements</b>                   |                  |                  |
| Administrative                              | 51,195           | 45,791           |
| Operating                                   | 22,033           | 25,491           |
| Advertising/Promotion                       | 33,397           | 24,311           |
| Program Development                         | 4,006            | 3,032            |
| Total Cash Disbursements                    | 110,631          | 98,625           |
| Total Cash Receipts Over Cash Disbursements | 3,264            | 14,346           |
| Cash Balance, January 1                     | 41,917           | 27,571           |
| <b>Cash Balance, December 31</b>            | <b>\$ 45,181</b> | <b>\$ 41,917</b> |

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

**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Bowling Green Convention and Visitors Bureau, Bowling Green, Ohio, (the Bureau) is a 501(c)(6) non profit corporation established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Bureau is directed by a fifteen-member Board of Directors.

The Bowling Green Convention and Visitors Bureau and the City of Bowling Green entered into an agreement to establish and operate a Convention and Visitors Bureau. The Bureau promotes and publicizes the City of Bowling Green within the mission to attract visiting patrons generating economic benefits for the community. The Bureau promotes leisure travel, meetings and conventions as well as motor coach travel to the businesses within the community.

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. 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.

**D. Budgetary Process**

The Bureau must pass an annual budget and submit it to the Board of Trustees, City Council and City Municipal Administrator by March 15 of each year.

A summary of 2007 and 2006 budgetary activity appears in Note 3.

**E. Property, Plant, and Equipment**

Acquisition of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on accompanying financial statements.

**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**2. CASH**

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

|                 |                 |                 |
|-----------------|-----------------|-----------------|
|                 | <u>2007</u>     | <u>2006</u>     |
| Demand Deposits | <u>\$45,181</u> | <u>\$41,917</u> |

Deposits are insured by the Federal Depository Insurance Corporation

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2007 and 2006 follows:

|  |                  |                  |                   |
|--|------------------|------------------|-------------------|
| <u>2007 Budgeted vs. Actual Receipts</u> |                  |                  |                   |
|  | Budgeted         | Actual           |                   |
| <u>Fund Type</u>                         | <u>Receipts</u>  | <u>Receipts</u>  | <u>Variance</u>   |
| General                                  | <u>\$125,691</u> | <u>\$113,895</u> | <u>(\$11,796)</u> |

|  |                  |                     |                 |
|--|------------------|---------------------|-----------------|
| <u>2007 Budgeted vs. Actual Budgetary Basis Expenditures</u> |                  |                     |                 |
|  | Appropriation    | Budgetary           |                 |
| <u>Fund Type</u>   | <u>Authority</u> | <u>Expenditures</u> | <u>Variance</u> |
| General  | <u>\$124,791</u> | <u>\$110,631</u>    | <u>\$14,160</u> |

|  |                  |                  |                 |
|--|------------------|------------------|-----------------|
| <u>2006 Budgeted vs. Actual Receipts</u> |                  |                  |                 |
|  | Budgeted         | Actual           |                 |
| <u>Fund Type</u>                         | <u>Receipts</u>  | <u>Receipts</u>  | <u>Variance</u> |
| General                                  | <u>\$102,950</u> | <u>\$112,971</u> | <u>\$10,021</u> |

|  |                  |                     |                 |
|--|------------------|---------------------|-----------------|
| <u>2006 Budgeted vs. Actual Budgetary Basis Expenditures</u> |                  |                     |                 |
|  | Appropriation    | Budgetary           |                 |
| <u>Fund Type</u>   | <u>Authority</u> | <u>Expenditures</u> | <u>Variance</u> |
| General  | <u>\$102,950</u> | <u>\$98,625</u>     | <u>\$4,325</u>  |

**BOWLING GREEN CONVENTION AND VISITORS BUREAU  
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**4. RETIREMENT SYSTEM**

The Bureau has two employees, who contribute to the Social Security Retirement System. The Bureau's liability is 6.2 percent of wages paid.

**5 RISK MANAGEMENT**

The Bureau has obtained commercial insurance for the following risks:

- Comprehensive property and general liability.
- Errors and omissions.



# 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*

Bowling Green Convention and Visitors Bureau  
Wood County  
119 E. Court Street  
Bowling Green, Ohio 43402-2402

To the Board of Directors:

We have audited the financial statements of Bowling Green Convention and Visitors Bureau, Wood County, (the Convention Bureau), as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated June 19, 2008, wherein we noted the Convention 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 Convention Bureau's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Convention Bureau's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Convention Bureau's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Convention Bureau's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Convention Bureau's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Convention Bureau's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be 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.

We noted a certain matter that we reported to the Convention Bureau's management in a separate letter dated June 19, 2008.

### **Compliance and Other Matters**

As part of reasonably assuring whether the Convention 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 intend this report solely for the information and use of the finance committee, management and the Convention Bureau Board of Directors. 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

June 19, 2008



**Mary Taylor, CPA**  
Auditor of State

**BOWLING GREEN CONVENTION AND VISITORS BUREAU**

**WOOD 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  
JULY 15, 2008**