

**MEDINA COUNTY CONVENTION
AND VISITORS BUREAU**

MEDINA COUNTY

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2009

Varney, Fink & Associates, Inc.
Certified Public Accountants

**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING
AGREED-UPON PROCEDURES**

Board of Trustees
Medina County Convention and Visitors Bureau
Medina County
32 Public Square
Medina, Ohio 44256

We have performed the procedures enumerated below, to which the management of the Medina County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Medina County, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes, determine if accounts payable were properly recorded and review payroll and related benefits to verify payments were in line with authorized amounts for the year ended December 31, 2009. 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 Medina County the lodging taxes it paid to the Bureau during the year ended December 31, 2009. The County confirmed the following amount of \$197,452.
2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau’s cash receipts journal. 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. Ohio Rev. Code Section 5739.09(A)(2)

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

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 .”

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 year ended December 31, 2009 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 of the restrictions listed above.

Payables

1. We reviewed accounts payable to make sure the transactions were properly recorded as to amount and period and reviewed disbursements above \$2,500 for the first two months after year end to determine if the transaction should be a payable at year end.
2. We obtained the general ledger and reviewed identified accounts payable at December 31, 2009 and reviewed disbursements above \$2,500 for the first two months after year end. Payables were properly recorded as such and we found no instances where payables above \$2,500 were not recorded properly.

Payroll

1. We reviewed payroll expenses and related benefits to verify amounts paid were in line with amounts authorized by the Board. Payroll benefits are employer payroll taxes (i.e. social security and medicare) Individual Retirement Account contributions, vacation and sick pay.
2. We agreed the payroll paid to Bureau employees (the Executive Director, Administrative Assistant, and part-time help) to rates authorized by the Trustees. Payroll taxes were recalculated to verify if correct and Individual Retirement Account contributions were verified to make sure amount contributed was authorized. Vacation and sick pay used were agreed to approved payroll policies for appropriateness.

We found no exceptions to payroll and related benefits paid during 2009.

Medina County Convention and Visitors Bureau
Medina County
Independent Accountant's Report on Applying Agreed-Upon Procedures

We were not engaged to, and did not examine the Bureau's lodging tax receipts, disbursements, payables and payroll and related benefits for the year ended December 31, 2009, the objective of which would have been to opine on lodging tax receipts and disbursements, payables, and payroll and related benefits. 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.

Varney, Fink & Associates

VARNEY, FINK & ASSOCIATES, INC.
Certified Public Accountants

June 21, 2010



Mary Taylor, CPA
Auditor of State

MEDINA COUNTY CONVENTION AND VISITORS BUREAU
MEDINA 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 24, 2010