

**ASHLAND AREA CONVENTION AND VISITORS BUREAU
ASHLAND COUNTY**

Agreed Upon Procedures

FOR THE FISCAL YEARS ENDED
JUNE 30, 2013 AND 2012
AND THE SIX MONTHS ENDED
DECEMBER 31, 2013

Varney, Fink & Associates, Inc.
Certified Public Accountants



Dave Yost • Auditor of State

Board of Directors
Ashland Area Convention and Visitor Bureau
211 Claremont Ave
Ashland, OH 44805

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Ashland Area Convention and Visitor Bureau, Ashland County, prepared by Varney, Fink & Associates, Inc., for the period June 30, 2013 and 2012 and the six months ended December 31, 2013. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

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 Ashland Area Convention and Visitor Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

August 8, 2014

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Ashland Area Convention & Visitor Bureau AUP

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
Ashland Area Convention and Visitors Bureau
Ashland County
Ashland, Ohio

We have performed the procedures enumerated below, to which the management of the Ashland Area Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Ashland County, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the fiscal years ended June 30, 2013 and 2012 and the six months ended December 31, 2013. The Bureau is responsible for disbursing lodging taxes for allowable purposes. 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*. 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 Ashland County the lodging taxes it paid to the Bureau during the fiscal years ending June 30, 2013 and 2012 and the six months ended December 31, 2013. The County confirmed the following amounts:

Year Ended	Amount
June 30, 2012	\$68,785.90
June 30, 2013	\$74,699.63
Six months ended December 31, 2013	\$43,782.45

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's cash receipts journal for the fiscal year ending June 30, 2013 and 2012, and to the Deposit Detail Report for the six months ended December 31, 2013. 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 Bylaws
- b. The Bureau's Agreement with Ashland County
- c. The Bureau's 501(c)(6) Tax Exemption
- d. Ohio Rev. Code Section 5739.09(A)(2)

The Bureau's agreement with Ashland County restricts the Bureau to spending lodging tax for the purpose of promoting and fostering tourism, visitors and conventions within Ashland County.

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

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 fiscal years ended June 30, 2013 and 2012 and twenty disbursements from the six months ended December 31, 2013 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 the restrictions listed above.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the fiscal years ended June 30, 2013 and 2012 and the six months ended December 31, 2013, the objective of which would have been to opine on lodging tax receipts and disbursements. 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 other than the specified party.

Varney, Fink & Associates

Varney, Fink & Associates, Inc.
Certified Public Accountants

June 24, 2014

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Dave Yost • Auditor of State

ASHLAND AREA CONVENTION AND VISITOR BUREAU

ASHLAND 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 21, 2014**