

**DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.
DELAWARE COUNTY, OHIO**

**FINANCIAL STATEMENT
(AUDITED)**

**FOR THE YEAR ENDED
DECEMBER 31, 2013**

DEBORAH SHATZER, EXECUTIVE DIRECTOR



Dave Yost • Auditor of State

Board of Trustees
Delaware County Convention and Visitors Bureau, Inc.
34 S. Sandusky Street
Delaware, Ohio 43015

We have reviewed the *Independent Auditor's Report* of the Delaware County Convention and Visitors Bureau, Inc., Delaware County, prepared by Julian & Grube, Inc., for the audit period January 1, 2013 through December 31, 2013. 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 Delaware County Convention and Visitors Bureau, Inc. is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Robert R. Hinkle".

Robert R. Hinkle, CPA, CGFM
Chief Deputy Auditor

July 24, 2014

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**DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.
DELAWARE COUNTY, OHIO**

**FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2013**

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Julian & Grube, Inc.
Serving Ohio Local Governments

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

Independent Auditor's Report

Delaware County Convention and Visitors Bureau, Inc.
Delaware County
34 S. Sandusky Street
Delaware, Ohio 43015

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statement of the Delaware County Convention and Visitors Bureau, Inc. (a nonprofit organization), Delaware County, Ohio, as of and for the year ended December 31, 2013, and the related notes to the financial statement, which collectively comprise the Delaware County Convention and Visitors Bureau, Inc.'s financial statement as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting this financial statement in accordance with the cash basis of accounting Note 1 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing, and maintaining internal control relevant to preparing and fairly presenting the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on this financial statement based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statement is free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Delaware County Convention and Visitors Bureau, Inc.'s preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Delaware County Convention and Visitors Bureau, Inc.'s internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts, cash disbursements and cash balance of the Delaware County Convention and Visitors Bureau, Inc., Delaware County, Ohio, as of December 31, 2013 and for the year then ended on the basis of accounting described in Note 1.

Emphasis of Matter

We draw attention to Note 1 of the financial statement which describes the basis of accounting. The financial statement is prepared on the cash receipts and cash disbursements basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. We did not modify our opinion regarding this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2014, on our consideration of the Delaware County Convention and Visitors Bureau, Inc.'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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Delaware County Convention and Visitors Bureau, Inc.'s internal control over financial reporting and compliance.



Julian & Grube, Inc.
June 24, 2014

THE DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN CASH BALANCE
DECEMBER 31, 2013

	<u>2013</u>
Cash Receipts:	
Excise tax on lodging	\$ 218,295
Interest	191
Total cash receipts	<u>218,486</u>
 Cash Disbursements:	
Salaries	75,777
Marketing and promotion	28,585
Payroll taxes and fringe benefits	32,063
Rent, utilities and cleaning	20,697
Publications	26,385
Office Supplies	3,854
Professional Fees	2,274
Dues and subscriptions	2,138
Telephone	1,780
Insurance	1,716
Mileage and parking	1,492
Training and conference	2,048
Office Equipment	1,124
Other.	499
Total cash disbursements	<u>200,432</u>
 Excess of receipts over disbursements.	<u>18,054</u>
 Cash at beginning of year	<u>164,674</u>
 Cash at end of year.	<u>\$ 182,728</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENT

**DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.
DELAWARE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Delaware County Convention and Visitors Bureau, Inc. (the "CVB") is a nonprofit organization which promotes travel and tourism in Delaware County, Ohio. The organization is funded by an excise tax on lodging of transient guests within Delaware County. The CVB is governed by a Board of Trustees composed of at least eleven members appointed by Delaware County Chambers of Commerce, Delaware County Commissioners, Fair Board and the CVB Trustees.

Basis of Presentation

The financial statement is prepared on the basis of cash receipts and disbursements. Consequently, support and revenue are recognized when received, and expenses are recognized when paid.

Excise tax on lodging is recognized by the CVB as it is received from Delaware County, and may not represent all revenue that is actually due from the lodging establishments. Delaware County is solely responsible for collection of the tax.

Cash and Cash Equivalents

The CVB considers all short-term investments with an original maturity of three months or less to be cash equivalents.

Income Taxes

The CVB has been determined, by the Internal Revenue Service, to be exempt from Federal income taxes under Section 501(c)(6) of the Internal Revenue Code and as a result, a provision for taxes is not required. The CVB has adopted the provisions of the *Accounting for Uncertainty in Income Taxes* topic of the FASB Accounting Standards Codification.

The CVB's evaluation at December 31, 2013 revealed no uncertain tax positions that would have a material impact on the financial statement.

Property, Plant and Equipment

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

**DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.
DELAWARE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2013**

NOTE 2 - CONCENTRATIONS OF CREDIT RISK

Cash accounts at each financial institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. The CVB had no uninsured cash balances at December 31, 2013. The CVB has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

NOTE 3 - CONCENTRATIONS

The CVB received excise tax on lodging from eight lodging establishments and five of these lodging establishments each represent over ten percent of total revenues. At December 31, 2013, one lodging establishment was delinquent in remitting the excise tax.

NOTE 4 - LEASES

The CVB leases office space under an operating lease agreement that expires in October, 2016. The lease agreement requires monthly payments of \$1,450. Rent expense for 2013 was \$17,400.

NOTE 5 - EMPLOYEE BENEFITS

The CVB offers health insurance for full-time employees.



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Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Delaware County Convention and Visitors Bureau, Inc.
Delaware County
34 S. Sandusky Street
Delaware, Ohio 43015

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the accompanying financial statement of the Delaware County Convention and Visitors Bureau, Inc. (a nonprofit organization), Delaware County, Ohio as of December 31, 2013 and the related notes to the financial statement, which collectively comprise the Delaware County Convention and Visitors Bureau, Inc.'s financial statement and have issued our report thereon dated June 24, 2014, wherein we noted the Delaware County Convention and Visitors Bureau, Inc. uses a special purpose framework other than generally accepted accounting principles.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Delaware County Convention and Visitors Bureau, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statement, but not to the extent necessary to opine on the effectiveness of the Delaware County Convention and Visitors Bureau, Inc.'s internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Delaware County Convention and Visitors Bureau, Inc.'s financial statement. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Board of Directors
Delaware County Convention and Visitors Bureau, Inc.

Compliance and Other Matters

As part of reasonably assuring whether the Delaware County Convention and Visitors Bureau, Inc.'s financial statement is 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, opining 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*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Delaware County Convention and Visitors Bureau, Inc.'s internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Delaware County Convention and Visitors Bureau, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Julian & Grube, Inc.
June 24, 2014



Dave Yost • Auditor of State

DELAWARE COUNTY CONVENTION AND VISITOR BUREAU, INC.

DELAWARE 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 7, 2014**