

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**REPORT ON AUDITS OF
FINANCIAL STATEMENTS**

DECEMBER 31, 2015 AND 2014



Dave Yost • Auditor of State

Members of the Board
Tuscarawas County Convention and Visitors Bureau
124 East High Avenue
New Philadelphia, Ohio 44663

We have reviewed the *Independent Auditor's Report* of the Tuscarawas County Convention and Visitors Bureau, Tuscarawas County, prepared by Willoughby & Company, Inc., for the audit period January 1, 2015 through December 31, 2015. 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 Tuscarawas County Convention and Visitors Bureau are responsible for compliance with these laws and regulations.

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

Dave Yost
Auditor of State

June 6, 2016

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**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU
NEW PHILADELPHIA, OHIO**

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WILLOUGHBY & COMPANY, INC.

Certified Public Accountants

216 North Broadway, P.O. Box 1021, New Philadelphia, Ohio 44663

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INDEPENDENT AUDITORS' REPORT

**To the Board of Directors
Tuscarawas County Convention and Visitors Bureau
New Philadelphia, Ohio**

Report on the Financial Statements

We have audited the accompanying financial statements of Tuscarawas County Convention and Visitors Bureau (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

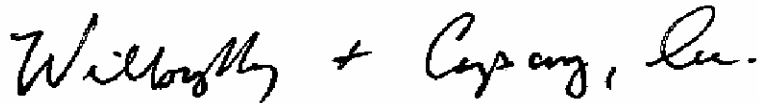
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tuscarawas County Convention and Visitors Bureau as of December 31, 2015 and 2014, and the changes in its net assets, functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated April 19, 2016, on our consideration of Tuscarawas County Convention and Visitors Bureau's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 Tuscarawas County Convention and Visitors Bureau's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Willoughby & Company, Inc.".

**WILLOUGHBY & COMPANY, INC. - Certified Public Accountants
New Philadelphia, Ohio**

April 19, 2016

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU
STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31,**

ASSETS

	<u>2015</u>	<u>2014</u>
CURRENT ASSETS:		
Cash	\$ 106,947	\$ 353,824
Cash - reserve	25,949	25,935
Certificate of deposits	268,108	17,555
Accounts receivable	26,444	37,858
Prepaid expenses	<u>17,860</u>	<u>12,935</u>
Total current assets	445,308	448,107
 PROPERTY AND EQUIPMENT:		
Building and improvements	583,756	559,456
Construction loan interest	7,026	7,026
Transportation equipment	13,532	13,532
Video and display equipment	14,752	14,752
Office equipment	52,578	52,578
Computer equipment	<u>5,968</u>	<u>5,968</u>
	677,612	653,312
Less: accumulated depreciation	<u>250,416</u>	<u>229,329</u>
Net property and equipment	427,196	423,983
 OTHER ASSETS:		
Workers' compensation deposit	<u>0</u>	<u>208</u>
Total other assets	<u>0</u>	<u>208</u>
 Total assets	 <u><u>\$ 872,504</u></u>	 <u><u>\$ 872,298</u></u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU
STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31,**

LIABILITIES AND NET ASSETS

	<u>2015</u>	<u>2014</u>
CURRENT LIABILITIES:		
Accounts payable - trade	\$ 3,932	\$ 3,972
Notes payable, current portion	12,285	11,774
Accrued liabilities:		
Accrued payroll taxes	3,840	6,537
Accrued sales tax	<u>0</u>	<u>147</u>
Total current liabilities	20,057	22,430
 LONG-TERM LIABILITIES:		
Notes payable, net of current portion	<u>305,311</u>	<u>317,905</u>
Total long-term liabilities	305,311	317,905
Total liabilities	325,368	340,335
 NET ASSETS:		
Unrestricted	521,187	506,028
Temporarily restricted	<u>25,949</u>	<u>25,935</u>
Total net assets	547,136	531,963
 Total liabilities and net assets	<u>\$ 872,504</u>	<u>\$ 872,298</u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT:			
Hotel and motel excise tax	\$ 553,534	\$ 0	\$ 553,534
Grants and donations	0	0	0
Reimbursements	2,008	0	2,008
Admissions - Fort Laurens	0	0	0
Gift shop	117	0	117
Event Income	0	0	0
Publication/Visitors' guide income	5,536	0	5,536
Rebuild Fort Laurens	0	0	0
Ohio Has It Income	0	0	0
Interest income	514	14	528
Rental income	4,930	0	4,930
Co-op advertising income	13,856	0	13,856
Miscellaneous	1,634	0	1,634
Revenue in Kind	24,300	0	24,300
	<hr/>	<hr/>	<hr/>
Total support and revenue	606,429	14	606,443
EXPENSES:			
Program expenses	473,040	0	473,040
Administrative expenses	118,230	0	118,230
	<hr/>	<hr/>	<hr/>
Total expenses	591,270	0	591,270
	<hr/>	<hr/>	<hr/>
Changes in net assets	15,159	14	15,173
NET ASSETS, beginning of year			
	<hr/>	<hr/>	<hr/>
	506,028	25,935	531,963
	<hr/>	<hr/>	<hr/>
	521,187	25,949	547,136
	<hr/>	<hr/>	<hr/>
Transfers	0	0	0
	<hr/>	<hr/>	<hr/>
NET ASSETS, end of year	<u>\$ 521,187</u>	<u>\$ 25,949</u>	<u>\$ 547,136</u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT:			
Hotel and motel excise tax	\$ 619,132	\$ 0	\$ 619,132
Grants and donations	22,000	0	22,000
Reimbursements	875	0	875
Admissions - Fort Laurens	6,214	0	6,214
Gift Shop	2,942	0	2,942
Event Income	1,255	0	1,255
Publications/Visitors' guide income	5,025	0	5,025
Rebuild Fort Laurens	1,546	0	1,546
Ohio Has It Income	2,994	0	2,994
Interest income	286	21	307
Rental income	3,730	0	3,730
Co-op advertising income	5,457	0	5,457
Miscellaneous	971	0	971
Revenue in Kind	<u>75,700</u>	<u>0</u>	<u>75,700</u>
Total support and revenue	748,127	21	748,148
EXPENSES:			
Program expenses	489,754	0	489,754
Administrative expenses	<u>131,389</u>	<u>0</u>	<u>131,389</u>
Total expenses	<u>621,143</u>	<u>0</u>	<u>621,143</u>
Changes in net assets	126,984	21	127,005
NET ASSETS, beginning of year	<u>379,044</u>	<u>25,914</u>	<u>404,958</u>
	506,028	25,935	531,963
Transfers	<u>0</u>	<u>0</u>	<u>0</u>
NET ASSETS, end of year	<u><u>\$ 506,028</u></u>	<u><u>\$ 25,935</u></u>	<u><u>\$ 531,963</u></u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>Program Expenses</u>	<u>Administrative Expenses</u>	<u>Total</u>
Salaries	\$ 174,605	\$ 43,651	\$ 218,256
Payroll taxes	14,554	3,639	18,193
Employee benefits	17,838	4,459	22,297
Pension expense	11,290	2,823	14,113
Advertising	58,666	25,143	83,809
Travel show and tours	26,342	0	26,342
Visitors' guide expense	2,605	0	2,605
Group Tour planner	100	0	100
Events Expense	0	0	0
Ohio Has It Expense	500	0	500
Packaging partnership	157	0	157
Conferences and meetings	29,359	0	29,359
Dues and memberships	14,650	0	14,650
Public relations	1,267	845	2,112
Rebuild Fort Laurens expenses	0	0	0
Postage	3,749	417	4,166
Copying and printing	2,870	718	3,588
Office supplies	1,991	4,647	6,638
Vehicle expenses	8,644	960	9,604
Co-op advertising	14,009	0	14,009
Merchandise purchases	0	0	0
Continuing education	7,017	2,054	9,071
Telephone	6,258	1,565	7,823
Legal and accounting	2,036	8,142	10,178
Insurance	3,535	1,515	5,050
Repairs & maintenance	6,516	2,792	9,308
Interest	10,022	4,295	14,317
Taxes - real estate	8	4	12
Grants and aid	24,760	0	24,760
TVH - Tusc. Valley Heritage	6,313	0	6,313
Rent	0	150	150
Utilities	6,493	2,783	9,276
Computer expenses	2,126	911	3,037
Video Equipment expenses	0	0	0
Miscellaneous	0	392	392
Total expenses before depreciation	458,280	111,905	570,185
Depreciation	14,760	6,325	21,085
Total expenses	\$ 473,040	\$ 118,230	\$ 591,270

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>Program Expenses</u>	<u>Administrative Expenses</u>	<u>Total</u>
Salaries	\$ 183,262	\$ 45,815	\$ 229,077
Payroll taxes	15,163	3,791	18,954
Employee benefits	12,899	3,225	16,124
Pension expense	5,035	1,259	6,294
Advertising	71,143	30,490	101,633
Travel show and tours	26,925	0	26,925
Visitors' guide expense	1,254	0	1,254
Group Tour planner	0	0	0
Events expense	2,304	0	2,304
Ohio Has It expense	0	0	0
Packaging partnership	0	0	0
Conferences and meetings	21,163	0	21,163
Dues and memberships	15,409	0	15,409
Public relations	1,438	958	2,396
Rebuild Fort Laurens expenses	148	0	148
Postage	1,969	219	2,188
Copying and printing	2,905	726	3,631
Office supplies	3,159	7,367	10,526
Vehicle expenses	9,927	1,103	11,030
Co-op advertising	1,973	0	1,973
Merchandise purchases	3,892	0	3,892
Continuing education	3,582	1,048	4,630
Telephone	7,906	1,977	9,883
Legal and accounting	2,883	11,532	14,415
Insurance	3,352	1,436	4,788
Repairs & maintenance	12,669	5,428	18,097
Interest	10,214	4,377	14,591
Taxes - real estate	17	7	24
Grants and aid	38,962	0	38,962
TVH - Tusc. Valley Heritage	6,547	0	6,547
Rent	0	0	0
Utilities	10,881	4,663	15,545
Computer expenses	2,036	872	2,908
Video Equipment expenses	0	0	0
Miscellaneous	0	494	494
	<hr/>	<hr/>	<hr/>
Total expenses before depreciation	479,017	126,787	605,804
Depreciation	10,737	4,602	15,339
	<hr/>	<hr/>	<hr/>
Total expenses	\$ 489,754	\$ 131,389	\$ 621,143

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31,**

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from service recipients	\$ 587,270	\$ 667,181
Other operating cash receipts	5,759	4,440
Cash paid to employees and suppliers	(563,471)	(592,390)
Interest paid	<u>(14,317)</u>	<u>(14,591)</u>
Net cash provided by operating activities	<u>15,241</u>	<u>64,640</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Cash amounts deposited and reserved for loan requirements	(14)	(21)
Reinvested earnings from certificate of deposits	(255)	0
Purchase of certificate of deposit	(250,294)	0
Interest income on accounts	<u>528</u>	<u>307</u>
Net cash provided (used) by investing activities	<u>(250,035)</u>	<u>286</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Principal payments on note payable	<u>(12,083)</u>	<u>(11,581)</u>
Net cash used by financing activities	<u>(12,083)</u>	<u>(11,581)</u>
Increase (decrease) in cash	(246,877)	53,345
CASH, beginning of year	<u>353,824</u>	<u>300,479</u>
CASH, end of year	<u><u>\$ 106,947</u></u>	<u><u>\$ 353,824</u></u>
RECONCILIATION OF CHANGES IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Changes in net assets	\$ 15,173	\$ 127,005
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation	21,085	15,339
Revenue in kind	(24,300)	(75,700)
Interest income on accounts	(528)	(307)
(Increase) decrease in operating assets:		
Accounts receivable	11,415	(520)
Prepaid expenses	(4,925)	1,653
Other assets	208	0
Increase (decrease) in operating liabilities:		
Accounts payable	(48)	3,972
Accrued expenses	(2,839)	772
Accrued other	0	(862)
Deferred revenue	<u>0</u>	<u>(6,712)</u>
Net cash provided by operating activities	<u><u>\$ 15,241</u></u>	<u><u>\$ 64,640</u></u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF OPERATIONS

Tuscarawas County Convention and Visitors Bureau (the Organization) is a non-profit entity organized under the laws of the State of Ohio for the purpose of the promotion of Tuscarawas County, Ohio as a convention and tourist location.

METHOD OF ACCOUNTING

The Organization prepares its financial statements on the accrual basis of accounting.

FINANCIAL STATEMENT PRESENTATION

The financial statements are presented in accordance with FASB ASC 958-210, Financial Statements for Not-for-Profit Organizations. Under this standard, the Organization 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. As of December 31, 2015 and 2014, the Organization had unrestricted and temporarily restricted assets. In addition, the Organization is required to present a statement of cash flows when a statement of financial position and a statement of activities and changes in net assets are reported upon.

ACCOUNTS RECEIVABLE

The Organization uses the allowance method of accounting for doubtful accounts. All accounts were considered to be fully collectible at December 31, 2015 and 2014. Therefore, no allowance for doubtful accounts has been recorded in these financial statements.

PROPERTY AND EQUIPMENT

Property and equipment are carried at cost. Depreciation is provided over the estimated useful lives of the related assets. Maintenance and repairs are charged to operations when incurred. Renewals and betterments of a nature considered to materially extend the useful lives of the assets are capitalized. When assets are retired or otherwise disposed of, the assets and related allowances for depreciation are eliminated from the accounts, and any resulting gain or loss is reflected in income. Depreciation for financial reporting purposes is based on the following policies:

<u>DESCRIPTION</u>	<u>USEFUL LIVES</u>	<u>METHOD</u>
Building and improvements	15 - 39 years	Straight line
Construction loan interest	30 years	Straight line
Transportation equipment	5 years	Straight line
Video and display equipment	5 years	Straight line
Office equipment	5 - 10 years	Straight line
Computer equipment	5 years	Straight line

TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

DONATIONS

All donations received are considered to be available for unrestricted use unless specifically restricted by donor.

TAX STATUS

As a non-profit organization under Section 501(c)(6) of the Internal Revenue Code, the Organization is exempt from Federal and Ohio income taxes. Therefore, no provision has been made for Federal or Ohio income taxes in the accompanying financial statements.

The Organization adopted the provision of FASB ASC-740-10 which relates to accounting for uncertainty in income taxes on July 1, 2009. Application of the new standard did not have any material effect on the Organization's financial statements. The Organization continually evaluates expiring statutes of limitations, audits, proposed settlements, changes in tax law, and new authoritative rulings in determining any uncertain tax positions.

The Organization's activity is included its Return of Organization Exempt from Income Tax annually. The returns for 2014, 2013 and 2012 are subject to examination by the IRS, generally for three years after they were filed.

STATEMENTS OF CASH FLOWS

For the purposes of the statements of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity date of three months or less to be cash equivalents. The Organization paid interest of \$14,317 and \$14,591 for the years ended December 31, 2015 and 2014, respectively.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

ADVERTISING COSTS

The Organization expenses the production costs of advertising the first time the advertising takes place.

DATE OF MANAGEMENT'S REVIEW

Subsequent events have been evaluated through April 19, 2016, which is the date the financial statements were available to be issued.

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

NOTES TO THE FINANCIAL STATEMENTS

NOTE 2: DEPOSITS WITH BALANCE SHEET RISK

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of temporary cash investments. The Organization places its temporary cash instruments with various local financial institutions. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC). As of December 31, 2015 and 2014, the Organization had insured cash balances covered by the FDIC.

NOTE 3: COMPENSATED ABSENCES

Employees of the Organization are entitled to vacation and sick days, depending on job classification, length of service, and other factors. No amounts have been recorded on the statements of financial position as a liability for December 31, 2015 and 2014.

NOTE 4: CONCENTRATION OF CREDIT RISK

The accounts receivable balance of the Organization consists of balances due from clients operating primarily in East Central Ohio.

The Organization receives a majority of its funding from a hotel and motel excise tax in Tuscarawas County located in East Central Ohio.

NOTE 5: PENSION PLAN

The Organization sponsors a Simple Retirement program for all eligible employees. The Organization matches employee deferrals up to 3% of employee earnings. The Organization incurred matching contributions of \$4,368 and \$4,245 for the years ended December 31, 2015 and 2014, respectively.

NOTE 6: CASH - RESERVE

Per requirements of the USDA loan previously taken out (see Note 9), the Organization must set aside monies, over time, that will equal one year's mortgage payment (\$218 per month over 10 years). The Organization contributed \$14 and \$21 towards the required amount during 2015 and 2014. As of December 31, 2015, the Organization is up-to-date on its required contributions.

NOTE 7: BOARD DESIGNATED BUILDING FUND

It is the policy of the Board of Directors of the organization to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums to assure adequate financing of such improvements and acquisitions. As of December 31, 2015 and 2014, there were no amounts set aside for this purpose.

NOTE 8: DEFERRED REVENUE

During December 2010, the Organization received an \$80,000 grant from the Ohio Environmental Protection Agency for a Community Benefit Fund Grant Agreement to install flush toilets at the Fort Laurens facility. The project commenced in the spring of 2012 and was completed in the summer of 2014.

**TUSCARAWAS COUNTY CONVENTION
AND VISITORS BUREAU**

NOTES TO THE FINANCIAL STATEMENTS

NOTE 9: NOTE PAYABLE

The Organization had the following note payable at December 31:

	<u>2015</u>	<u>2014</u>
Note payable - United States Department of Agriculture Rural Development (USDA), secured by real estate with monthly payments of \$2,155 which includes interest at 4.25%. Final payment is due December 2033.	\$ 317,596	\$ 329,679
	<u>317,596</u>	<u>329,679</u>
Less: current portion	<u>12,285</u>	<u>11,774</u>
	<u>\$ 305,311</u>	<u>\$ 317,905</u>

Principal payments on the note payable are scheduled to be made as follows for the years ending December 31:

2016	\$	12,285
2017		12,817
2018		13,373
2019		13,952
2020		14,558
Thereafter		<u>250,611</u>
	\$	<u>317,596</u>

NOTE 10: IN-KIND REVENUE OHIO DEPARTMENT OF TRANSPORTATION

The Tuscarawas County Convention and Visitors Bureau (TCVB) had operated the tourist information center (TIC) at the IR 77 rest area near Dover until its closing for the Ohio Department of Transportation (ODOT) County Road 80 exit ramp construction project. The federal transportation bill known as TEA-21 set aside \$100,000 to preserve or reconstruct the TIC that was associated with the rest area. Upon completion of the County Road 80 construction project, ODOT did not reconstruct the rest area and the TIC. After several years considering projects for use of these funds, the ODOT approved a plan for upgrades to the TCVB building and a 7 day per week visitor information center. The federal grant monies could only be released to another governmental agency, therefore Tuscarawas County Commissioners were contracted to be the Local Public Agency (LPA) to administer the construction project and the disbursement of the grant funds. The Tuscarawas County Commissioners received the \$100,000 grant. During the years ended December 31, 2015 and 2014, the Tuscarawas County Commissioners respectively disbursed \$24,300 and \$75,700 for the construction project. Since the LPA administered the receipt and disbursement of all grant funds, the total \$100,000 of funds disbursed for the benefit of the TCVB during both years have been recorded as In-Kind Revenue and Building Improvements.



WILLOUGHBY & COMPANY, INC.

Certified Public Accountants

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To the Board of Directors of
Tuscarawas County Convention and Visitors Bureau
New Philadelphia, Ohio

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AUDITS OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

We have audited, in accordance with the 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, the financial statements of Tuscarawas County Convention and Visitors Bureau (a nonprofit organization) which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated April 19, 2016.

Internal Control Over Financial Reporting

In planning and performing our audits of the financial statements, we considered Tuscarawas County Convention and Visitors Bureau's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tuscarawas County Convention and Visitors Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *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.

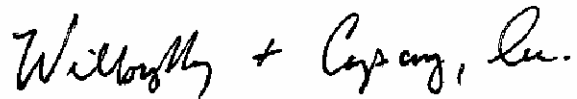
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tuscarawas County Convention and Visitors Bureau's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



WILLOUGHBY & COMPANY, INC. - Certified Public Accountants
New Philadelphia, Ohio

April 19, 2016

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Dave Yost • Auditor of State

TUSCARAWAS COUNTY CONVENTION AND VISITORS BUREAU

TUSCARAWAS 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
JUNE 21, 2016**