

**UNION COUNTY CONVENTION AND
VISITORS BUREAU**

UNION COUNTY, OHIO

AGREED-UPON PROCEDURES

**FOR THE YEARS ENDED
DECEMBER 31, 2023 & 2022**

OHIO AUDITOR OF STATE
KEITH FABER



65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

Board of Trustees
Union County Convention and Visitors Bureau
227 E. Fifth St
Marysville, Ohio 43040

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Union County Convention and Visitors Bureau, prepared by Julian & Grube, Inc., for the period January 1, 2022 through December 31, 2023. 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 Union County Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads 'Keith Faber'.

Keith Faber
Auditor of State
Columbus, Ohio

September 17, 2024

This page intentionally left blank.

Independent Accountant's Report on Applying Agreed-Upon Procedures

Union County Convention and Visitors Bureau
Union County
227 E. Fifth St
Marysville, Ohio 43040

We have performed the procedures enumerated below on the Union County Convention & Visitor Bureau's (the Bureau) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Bureau. The Bureau is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Bureau.

The Board of Trustees and the management of the Bureau have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Bureau's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2023 and 2022, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the report. 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash and Investments

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balances for recorded in the General Ledger Report to the December 31, 2021 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the General Ledger Report to the December 31, 2022 balances in the General Ledger Report. We found no exceptions.
3. We agreed the 2023 and 2022 bank reconciliation as of December 31, 2023 and 2022 to the total fund cash balances reported in the General Ledger Report. The amounts agreed.
4. We observed the year-end bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:

Union County Convention and Visitors Bureau
 Union County
 Independent Accountant’s Report on
 Applying Agreed-Upon Procedures

- a. We traced each debit to the subsequent January financial institutions website transaction listing. We found no exceptions.
 - b. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.
6. We traced interbank account transfers occurring in December of 2023 and 2022 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.
 7. We inspected investments held at December 31, 2023 and December 31, 2022 to determine that they were of a type authorized by the Bureau. We found no exceptions.

Cash Receipts

1. We confirmed with Union County the lodging taxes it paid to the Bureau during the years ending December 31, 2023 and 2022. Union County confirmed the following amounts:

Year Ended	Amount
December 31, 2023	\$484,825
December 31, 2022	\$309,174

2. We confirmed with the City of Marysville the lodging taxes it paid to the Bureau during the years ending December 31, 2023 and 2022. The City of Marysville confirmed the following amounts:

Year Ended	Amount
December 31, 2023	\$197,475
December 31, 2022	\$161,960

3. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau’s General Ledger Report. 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. The Bureau’s Bylaws
- d. City of Marysville Ordinance 35-02 and contractual agreement
- e. Contractual Agreement with Union County
- f. Ohio Rev. Code § 5739.092

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

Ohio Rev. Code § 5739.092 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 concludes that disbursement of public funds (e.g. lodging taxes) for alcohol are generally improper. However, Auditor of State Bulletin 2014-003 explains when sales of alcohol at public events are permissible.

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

The Contract Agreement with Union County permits the Bureau to spend lodging taxes to provide a comprehensive public relations and marketing program to inform the traveling public of the tourist attractions and facilities within Union County, attract meetings, organizations, bus tours and visitors to Union County and its facilities, and perform activities necessary to promote tourist, convention and other related activities for the general benefit of the County's citizens and businesses.

The City of Marysville Ordinance 35-02 and contractual agreement permits the Bureau to spend lodging taxes to provide a comprehensive public relations and marketing program to inform the traveling public of the tourist attractions and facilities within Marysville and Union County, attract meetings, organizations, bus tours and visitors to Marysville and Union County and its facilities, and perform activities necessary to promote tourist, convention and other related activities for the general benefit of the City's citizens and businesses.

We selected 10 disbursements of lodging taxes from the General ledger Report for the year ended December 31, 2023 and 10 disbursements from 2022 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.

We were engaged by the Bureau to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement of the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2023 and 2022, the objective of which would have been to opine on lodging tax receipts and disbursements or provide a conclusion. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

We are required to be independent of the Bureau and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Julian & Grube, Inc.
August 15, 2024

This page intentionally left blank.

OHIO AUDITOR OF STATE KEITH FABER



UNION COUNTY CONVENTION AND VISITORS BUREAU

UNION COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 10/1/2024

65 East State Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov