

HANCOCK COUNTY CONVENTION AND VISITOR'S BUREAU

HANCOCK COUNTY

JANUARY 1, 2002 TO DECEMBER 31, 2003

PREPARED BY: PRY PROFESSIONAL GROUP



**Auditor of State
Betty Montgomery**

Board of Trustees
Hancock County Convention and Visitor's Bureau
123 E. Main Cross Street
Findlay, Ohio 45840

We have reviewed the Independent Auditor's Report of the Hancock County Convention and Visitor's Bureau, prepared by Pry Professional Group, for the audit period January 1, 2002 through December 31, 2003. 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 Hancock County Convention and Visitor's Bureau is responsible for compliance with these laws and regulations.

Betty Montgomery

BETTY MONTGOMERY
Auditor of State

August 10, 2004

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**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Convention and Visitors' Bureau
Hancock County
Findlay, OH 45840

We have audited the accompanying general purpose financial statements of the Convention and Visitors' Bureau, Hancock County, (a division of a nonprofit organization) as of and for the years ended December 31, 2003 and 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Convention and Visitors' Bureau, Hancock County, as of December 31, 2003 and 2002, and the results of its operations and the cash flows of its proprietary fund type for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 21, 2004, on our consideration of the Convention and Visitors' Bureau, Hancock County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulation, contracts, and grants. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Pry Professional Group

Pry Professional Group

May 21, 2004

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
BALANCE SHEETS - PROPRIETARY FUND TYPE
DECEMBER 31, 2003 AND 2002

	<u>2003</u>		<u>2002</u>
Assets			
Current Assets			
Equity in Pooled Cash and Cash Equivalents	\$ 93,924	\$	117,889
Receivables			
Hotel/Motel Taxes	69,305		80,865
Accounts	100		1,705
Prepaid Expenses	2,511		281
Total Current Assets	165,840		200,740
Net Property and Equipment	72,491		39,205
Total Assets	\$ 238,331	\$	239,945
 Liabilities			
Current Liabilities			
Accounts Payable-Misc	\$ 6,469	\$	26,172
Accounts Payable - Chamber	6,237		9,375
Funds Held for Other Agencies	12,805		11,540
Promises to Give			10,000
Total Current Liabilities	25,511		57,087
Fund Balance			
Retained Earnings	212,820		182,858
Total Fund Balance	212,820		182,858
Total Liabilities and Fund Balance	\$ 238,331	\$	239,945

See Independent Auditor's Report and Notes to Financial Statements.

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS -
PROPRIETARY FUND TYPE
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

	2003	2002
Operating Revenue		
Hotel/Motel Tax	\$ 302,673	\$ 340,193
Special Events	10,309	
	312,982	340,193
Operating Expenses		
Salaries	115,097	94,585
Marketing and Promotion	97,566	58,518
Employee Benefits and Taxes	17,719	14,944
Rent	10,800	9,600
Travel and Entertainment	9,563	5,175
Depreciation	9,083	2,865
Professional	5,040	3,610
Telephone	3,737	5,342
Special Project Expenses	3,378	11,487
Repair and Maintenance	3,780	2,490
Postage	3,557	1,744
Printing and Supplies	2,867	2,871
Insurance	1,805	9,937
	283,992	223,168
Operating Income	28,990	117,025
Nonoperating Revenues		
Interest	972	805
	972	805
Net Income	29,962	117,830
Retained Earnings at Beginning of Year		
As Previously Stated	182,858	16,828
Prior Period Adjustments		48,200
	182,858	65,028
Retained Earnings at End of Year	\$ 212,820	\$ 182,858

See Independent Auditor's Report and Notes to Financial Statements.

**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
STATEMENTS OF CASH FLOWS - PROPRIETARY FUND TYPE
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

	2003	2002
Cash Flows From Operating Activities		
Net Income	\$ 29,962	\$ 117,830
Adjustments to Reconcile Net Income to Net Cash Provided by (Used in) Operating Activities:		
Depreciation	9,083	2,865
Decrease (Increase) in Assets		
Hotel/Motel Taxes Receivable	11,560	(13,157)
Accounts Receivable	1,605	(607)
Prepaid Expenses	(2,230)	
Increase (Decrease) in Liabilities		
Accounts Payable	(22,841)	5,398
Promises to Give	(10,000)	(10,000)
Funds Held for Other Agencies	1,265	3,801
	18,404	106,130
Net Cash Provided by Operating Activities		
Cash Flows From Investing Activities		
Payments For Purchase of Property and Equipment	(42,369)	(29,495)
	(42,369)	(29,495)
Net Cash Used In Investing Activities		
Net Increase (Decrease) in Cash	(23,965)	76,635
Cash, Beginning of Year	117,889	41,254
Cash, End of Year	\$ 93,924	\$ 117,889

See Independent Auditor's Report and Notes to Financial Statements.

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

A. Reporting Entity

The Hancock County Commissioners enacted Resolution 1988-336 and 1988-337 on December 22, 1988. These ordinances authorized Hancock County to enter into agreement with the Findlay Hancock County Chamber of Commerce (the Chamber) to provide for the operations of Convention and Visitors' Bureau (the Bureau). These ordinances also levy a hotel-motel tax to fund this contract. The purpose of the Bureau is the promotion and publicizing of Hancock County, including the City of Findlay, in order to bring the patronage of business and tourists and cultural, educational, religious, professional, and sports organizations into the County. In the event of termination, any and all monies remaining originally received from the County shall be returned to the General Fund of the County.

Beginning in 2002, the Chamber entered into a new one-year agreement with the County in which the Bureau will receive the full 3% tax assessed by the County from hotels and motels. The spending of such funds must promote and publicize Hancock County. The Chamber may not use said funds to make grants to other organizations. Provided the Chamber has fulfilled its obligation under the agreement, the agreement will automatically renew for a period of one year.

The Bureau operates as a component unit of the Chamber. The Chamber's Board of Directors is responsible for approval of the budget of the Bureau, hiring employees, approving expenditures, and signing the checks of the Bureau. When the Chamber makes expenditures on behalf of the Bureau, the Chamber prepares an invoice. The Bureau then writes a check to reimburse the Chamber based on the invoice. All transactions that are considered "at arms length" are based on substantive documentation, and are recorded on the books of the Bureau. The Bureau paid \$153,708 in 2003 and \$129,173 in 2002 to the Chamber for salaries, fringe benefits, rent, insurance, telephone, postage, travel expenses, and reimbursement of some of the program expenses.

B. Summary of Significant Accounting Policies

The financial statements of the Bureau have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Bureau also applies Financial Accounting Standards Board (FASB) statements and interpretations to its proprietary activities provided they do not conflict with or contradict GASB pronouncements. The more significant of the Bureau's accounting policies are described below.

Basis of Presentation – Fund Accounting

The Bureau uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Bureau functions or activities.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual entities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special restrictions or limitations.

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

B. Summary Of Significant Accounting Policies (Continued)

Basis of Presentation – Fund Accounting (Continued)

For financial statement presentation purposes, the various funds of the Bureau are grouped into the following generic fund types under the broad fund categories proprietary and fiduciary. The Bureau does not have fiduciary funds.

PROPRIETARY FUND TYPE:

Proprietary funds are used to account for the Bureau's ongoing activities that are similar to those found in the private sector where the determination of net income is necessary or useful to sound financial administration. The following is the Bureau's proprietary fund type:

Enterprise Funds - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its management focus. All enterprise funds are accounted for on a flow of economic resources management focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e. net total assets) is segregated into contributed capital and retained earnings components. Enterprise funds' operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements and the timing of the measurement made.

The accrual basis of accounting is utilized for reporting purposes by the enterprise funds. Revenues are recognized in the accounting period in which they are earned, and expenses are recognized at the time they are incurred.

Equity in Pooled Cash and Investments

To improve cash management, all cash received by the Bureau is pooled in a central bank account. Monies for all funds are maintained in this account or temporarily used to purchase short-term investments. Individual fund integrity is maintained through Bureau records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the balance sheet. Investments are stated at cost or amortized cost. Investment earnings are allocated based upon Bureau policy.

For purposes of the statement of cash flows and for presentation on the balance sheet, investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the Bureau are considered to be cash equivalents.

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

B. Summary of Significant Accounting Policies (Continued)

Prepaid Items

Payments made to vendors for services that will benefit periods beyond year-end December 31, 2003 and 2002, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure/expense is reported in the year in which services are consumed.

Fixed Assets and Depreciation

Fixed assets utilized in the enterprise funds are capitalized in the fund. All fixed assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market value as of the date received. The Bureau maintains a capitalization threshold of \$1,000. The Bureau does not have an infrastructure.

The costs of normal maintenance and repairs that do not add to the value of the assets or materiality extend an asset's life are not capitalized. Improvements are capitalized. Improvements to enterprise fund fixed assets are depreciated using the straight-line method over the remaining useful life of three to ten years.

Funds Held for Other Agencies

The Bureau adopted Statement of Financial Accounting Standard No. 136, "*Transfers of Assets to a Not-for-Profit Organization or Charitable Trust that Raises or Holds Contributions for Others*" (SFAS 136). This statement established standards for transactions in which the Bureau accepts a contribution from a donor and agrees to transfer those assets, the return on investment of those assets or both, to an unaffiliated entity that is specified by the donor. SFAS 136 specifically requires that if the donor is a not-for-profit organization that establishes a fund at the Bureau using its own funds and for its own benefit, the Bureau must account for the transfer of such assets as a liability. The Bureau refers to these as Funds Held for Other Agencies.

The Bureau maintains variance power and legal ownership of agency funds and as such continues to report the funds as assets of the Bureau. However, in accordance with SFAS 136, a liability has been established for the fair value of the funds, which is generally equivalent to the present value of future payments expected to be made to another entity.

As of December 31, 2003 and 2002, the Bureau was the owner of one agency fund. All 2003 and 2002 financial activity related to this fund is recorded as adjustments to the funds held for agencies liability and are omitted from the statement of activities. The Bureau has disclosed the agency funds activities in Note E "Transactions in Funds Held for Other Agencies."

Revenue Recognition Policy

The Bureau recognizes tax revenues on the date which the hotels and motels receive the tax dollars. Special events revenues are recognized on the date at which the event has occurred.

CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

B. Summary of Significant Accounting Policies (Continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. Those estimates and assumptions affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

C. Deposits and Investments

State statutes classify monies held by the Bureau into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the Bureau Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Bureau has identified as not required for use within the current two-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one-year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Protection of the Bureau's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the Treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

At fiscal year end, the Bureau had \$50 in undeposited cash on hand, which is included on the balance sheet of the Bureau as part of "Equity in Pooled Cash and Cash Equivalents".

The following information classifies deposits by categories of risk as defined in GASB Statement No. 3, "Deposits with Financial Institutions, Investments, and Reverse Repurchase Agreements". The Bureau had no investments as of December 31, 2003 and 2002.

The carrying amount of cash at December 31, 2003 and 2002 was \$106,476 and \$122,042, respectively. The FDIC insures all deposits for 2003. Amounts unsecured by the FDIC in 2002 totaled \$10,867; however this amount is secured by other pledges as described above. The Bureau regularly monitors the financial condition of the institution in which it has depository accounts and believes the risks of loss are minimal.

**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
 NOTES TO FINANCIAL STATEMENTS
 FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

C. Deposits and Investments (Continued)

The classification of cash and cash equivalents on the combined financial statements is based on criteria set forth in GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting". Reconciliation between the classifications of cash and investments on the combined financial statements and the classification per GASB Statement No. 3 is as follows:

	2003	2002
GASB Statement No. 9	\$ 93,924	\$ 117,889
Cash on Hand	(50)	(50)
GASB Statement No. 3	\$ 93,874	\$ 117,839

D. Fixed Assets

A summary of the enterprise funds' fixed assets at December 31 follows:

	2003	2002
Furniture and Equipment	\$ 85,737	\$ 45,548
Leasehold Improvements	6,000	6,000
Less Accumulated Depreciation	(19,246)	(12,343)
Net Fixed Assets	\$ 72,491	\$ 39,205

A summary of the changes in enterprise fixed assets during fiscal year 2003 follows:

Asset Category	Balance 12/31/2002	Additions	Deductions	Balance 12/31/2003
Furniture and Equipment	\$ 45,548	\$ 42,369	\$ (2,180)	\$ 85,737
Leasehold Improvements	6,000			6,000
Accumulated Depreciation	(12,343)	(9,083)	\$ 2,180	(19,246)
Net Fixed Assets	\$ 39,205	\$ 33,286		\$ 72,491

**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

D. Fixed Assets (Continued)

A summary of the changes in enterprise fixed assets during fiscal year 2002 follows:

<u>Asset Category</u>	<u>Balance 12/31/2001</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 12/31/2002</u>
Furniture and Equipment	\$ 17,192	\$ 29,495	\$ (1,139)	\$ 45,548
Leasehold Improvements	6,000			6,000
Accumulated Depreciation	<u>(10,617)</u>	<u>(2,865)</u>	<u>\$ 1,139</u>	<u>(12,343)</u>
Net Fixed Assets	<u>\$ 12,575</u>	<u>\$ 26,630</u>	<u> </u>	<u>\$ 39,205</u>

E. Transaction in Funds Held for Other Agencies

Transaction in agency funds are summarized as follows:

	<u>2003</u>	<u>2002</u>
<u>Additions</u>		
Program Income	\$ 44,812	\$ 4,086
Total Additions	44,812	4,086
<u>Deductions</u>		
Program Expenses	43,547	284
Total Deductions	43,547	284
Change in Balance	1,265	3,802
Balance in Agency Funds, Beginning of Year	11,540	7,738
Balance in Agency Funds, End of Year	<u>\$ 12,805</u>	<u>\$ 11,540</u>
Funds Held for Other Agencies	<u>\$ 12,805</u>	<u>\$ 11,540</u>

F. Defined Contribution Pension Plan

The Bureau, through the Chamber, has a qualified profit-sharing plan for which full-time employees are eligible after one year of service provided that they are twenty-one years of age or older. The plan allows eligible employees to defer up to 15% of their compensation in accordance with the Internal Revenue Code Section 401(k). The Bureau contributes 3% of an employee's compensation to the plan and matches up to 4% of the employee's deferral. Profit sharing expense for 2003 and 2002 was \$566 and \$3,031, respectively.

**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
 NOTES TO FINANCIAL STATEMENTS
 FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

G. Risk Management

The Bureau is exposed to various risks of loss related to torts; theft of, or damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2003 the Bureau contracted for the following insurance coverages:

Coverage provided by the Cincinnati Insurance Company as follows:

Buildings and Contents - Replacement Costs	\$ 937,000
Business Income	15,000
Employee Dishonesty	25,000
Hardware and Software (\$250 deductible; \$1,000 specified loss deduction)	
Hardware	35,000
Software	6,000
General Bureau Liability	
Per Occurrence	500,000
Total per Year	1,000,000
Umbrella Liability	1,000,000
Directors and Officers	2,000,000
Automobile Coverage	1,000,000

Settled claims have not exceeded this commercial coverage in any of the past two-years and there has been no significant reduction in insurance coverage from last year.

H. Related Parties

Five members of the Chamber's Board of Directors operate and/or manage local businesses that the Bureau dealt with during the normal course of business. For the years ended December 31, 2003 and 2002, the amounts of these business services charged to operating expenses are \$6,750 and \$10,589, respectively. In addition, funds held at one of the businesses for the years ended December 31, 2003 and 2002 amounted to \$90,009 and \$110,867, respectively. Income generated from this investment during 2003 and 2002 amounted to \$972 and \$3,498, respectively.

Additionally, the Bureau reimburses the Chamber for normal expenses. These amounts are payables following the month the Chamber incurred the expense. As of December 31, 2003 and 2002, accounts payable to the Chamber amounted to \$6,237 and \$9,375, respectively.

**CONVENTION AND VISITORS' BUREAU, HANCOCK COUNTY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

I. Prior Period Adjustment

During the year 2001, members of the Chamber and Bureau explored various different retail promotional prospects to promote downtown and the River Front District. At this time, the Bureau headed various downtown activities. Due to changes in funding of the Bureau, downtown activities could no longer be generated through the Bureau. Therefore, a payable to the Chamber was eliminated resulting in an overstatement of expenses of \$48,200 for the period ending December 31, 2001.

Retained earnings as of January 1, 2002 have been increased by \$48,200 to correct the error, and to conform with generally accepted accounting principles. The error had no effect on the change in net assets that was reported as of December 31, 2000.



REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Trustees of
Convention and Visitors' Bureau, Hancock County

We have audited the financial statements of Convention and Visitors' Bureau, Hancock County (a division of a nonprofit organization) as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated May 21, 2004. We conducted our audit 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.

Compliance

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

Internal Control over Financial Reporting

In planning and performing our audit, we considered Convention and Visitors' Bureau, Hancock County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management, state awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Pry Professional Group

Findlay, Ohio
May 21, 2004

CONVENTION & VISITORS BUREAU, HANCOCK COUNTY
CONCLUSION STATEMENT

The audit report, including citations and recommendations, was received with and acknowledged by the following officials on June 14, 2004.

Douglas S. Peters

Dawn Mullinger

They were informed that officials had five working days from the date of the post-audit conference to respond to, or contest, in writing, the report contents.



**Auditor of State
Betty Montgomery**

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HANCOCK COUNTY CONVENTION AND VISITOR'S BUREAU

HANCOCK 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 31, 2004**