

OXFORD VISITORS & CONVENTION BUREAU

OXFORD, OHIO

CINCINNATI REGION, BUTLER COUNTY

REGULAR AUDIT

JANUARY 1, 1998 THROUGH DECEMBER 31, 1999

OXFORD VISITORS & CONVENTION BUREAU

OXFORD, OHIO
BUTLER COUNTY

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**OXFORD VISITORS & CONVENTION BUREAU
BUTLER COUNTY**

INDEX OF FUNDS

GOVERNMENTAL FUND TYPES:

General Fund Type:
General Fund



STATE OF OHIO
OFFICE OF THE AUDITOR

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Board of Trustees
Oxford Visitors and Convention Bureau
Oxford, Ohio

We have reviewed the Independent Auditor's Report of the Oxford Visitors and Convention Bureau, Butler County, prepared by Vanderhorst & Manning CPAs, LLC, for the audit period January 1, 1998 through December 31, 1999. 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 Oxford Visitors and Convention Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO
Auditor of State

July 7, 2000



VANDERHORST & MANNING CPAs, LLC

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INDEPENDENT AUDITORS' REPORT

Oxford Visitors & Convention Bureau
118 West High Street
Oxford, Ohio 45056

We have audited the accompanying statements of cash revenues, cash expenditures and changes in fund cash balance – governmental fund type of the Oxford Visitors & Convention Bureau (Bureau), Oxford, Ohio, Butler County, for the years ended December 31, 1999 and 1998. The financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on the financial statement based on our audits.

We conducted our audits in accordance with generally accepted auditing standards 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.

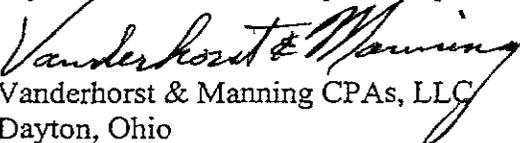
As described in Note 1, the Bureau prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the general financial statements referred to above present fairly, in all material respects, the cash balance of the Bureau, as of December 31, 1999 and 1998 and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

Oxford Visitors & Convention Bureau
Independent Auditors' Report
Page 2

In accordance with *Government Auditing Standards*, we have also issued our report dated June 9, 2000, on our consideration of the Bureau's internal control over financial reporting, and our tests of its compliance with certain provision of laws, regulations, contracts, and grants.

This report is intended solely for the information of the officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.


Vanderhorst & Manning CPAs, LLC
Dayton, Ohio

June 9, 2000

OXFORD VISITORS & CONVENTION BUREAU
STATEMENT OF CASH REVENUES, CASH EXPENDITURES AND CHANGES IN
FUND CASH BALANCE - GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 1999

| | GOVERNMENTAL FUND TYPE |
|--|------------------------------|
| | 1999 |
| Cash Revenues: | |
| Motel Tax | \$ 98,365 |
| Community Festivals | 14,381 |
| Miscellaneous | 2,309 |
| Interest | 0 |
| Total Revenues | \$ 115,055 |
| | |
| Cash Disbursements: | |
| Printing | \$ 3,565 |
| Festival Expense | 19,455 |
| Maintenance and Repairs | 327 |
| Meals and Entertainment | 0 |
| Advertising and Promotion | 10,266 |
| Travel | 294 |
| Office Supplies | 2,098 |
| Education | 65 |
| Director's Salary | 29,313 |
| Salaries - Other | 5,510 |
| Payroll Taxes | 2,931 |
| Rent | 3,163 |
| Telephone | 1,160 |
| Postage | 1,262 |
| Insurance | 2,403 |
| Accounting | 4,724 |
| Dues | 289 |
| Bank Charges | 20 |
| Miscellaneous Expenses | 1,037 |
| Total Disbursements | \$ 87,882 |
| | |
| Total Receipts Over/(Under) Disbursements | \$ 27,173 |
| | |
| Cash Balance January 1, | 17,978 |
| | |
| Cash Balance December 31, | \$ 45,151 |

The accompanying notes are an integral part of this Financial Statement.

OXFORD VISITORS & CONVENTION BUREAU
STATEMENT OF CASH REVENUES, CASH EXPENDITURES AND CHANGES IN
FUND CASH BALANCE - GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 1998

| | GOVERNMENTAL FUND TYPE |
|-----------------------------|------------------------------|
| | 1998 |
| Cash Revenues: | |
| Motel Tax | \$ 89,332 |
| Community Festivals | 10,136 |
| Miscellaneous | 1,688 |
| Interest | 65 |
| Total Revenues | \$ 101,221 |
| | |
| Cash Disbursements: | |
| Printing | \$ 7,341 |
| Festival Expense | 15,164 |
| Maintenance and Repairs | 600 |
| Meals and Entertainment | 125 |
| Advertising and Promotion | 12,520 |
| Travel | 260 |
| Office Supplies | 2,332 |
| Education | 0 |
| Director's Salary | 26,937 |
| Salaries - Other | 4,165 |
| Payroll Taxes | 2,559 |
| Rent | 2,796 |
| Telephone | 969 |
| Postage | 1,110 |
| Insurance | 1,001 |
| Accounting | 2,790 |
| Dues | 805 |
| Bank Charges | 246 |
| Miscellaneous Expenses | 1,541 |
| Total Disbursements | \$ 83,261 |
| | |
| Total Receipts Over/(Under) | |
| Disbursements | \$ 17,960 |
| | |
| Cash Balance January 1, | 18 |
| | |
| Cash Balance December 31, | \$ 17,978 |

The accompanying notes are an integral part of this Financial Statement.

**OXFORD VISITORS & CONVENTION BUREAU
OXFORD, OHIO
BUTLER COUNTY**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999 AND 1998

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. DESCRIPTION OF THE ENTITY

The Oxford Visitors & Convention Bureau, Butler County, (the Bureau) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Bureau was founded by the City of Oxford. The Bureau is directed by the Oxford Chamber of Commerce under a contract with the City of Oxford. It also has an appointed advisory board. The Bureau serves the public by encouraging economic development of the City of Oxford through the promotion of tourism.

The Bureau's management believes these financial statements present all activities for which the Bureau is financially accountable.

B. BASIS OF ACCOUNTING

These financial statements were prepared on the cash basis of accounting. Receipts are recognized when received rather than when earned, and disbursements are recognized when a payment is made rather than when a liability is incurred.

C. CASH AND INVESTMENTS

The Bureau maintains a checking account at the local level. Accounts are valued at cost.

D. FUND ACCOUNTING

The Bureau uses fund accounting to segregate cash and investments that are restricted as to use. The Bureau classifies its fund into the following type:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

E. 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.

**OXFORD VISITORS & CONVENTION BUREAU
OXFORD, OHIO
BUTLER COUNTY**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999 AND 1998

NOTE 2- EQUITY IN POOLED CASH AND INVESTMENTS

The Bureau maintains a cash and investments pool used by the General Fund. The carrying amount of cash and investments at December 31 was as follows:

| | <u>1999</u> | <u>1998</u> |
|--------------------------------|-----------------|-----------------|
| Cash | \$ 0 | \$ 0 |
| Demand Deposits | <u>45,151</u> | <u>17,978</u> |
| Total Cash and Demand Deposits | <u>\$45,151</u> | <u>\$17,978</u> |

DEPOSITS

Deposits are insured by the Federal Depository Insurance Corporation.

NOTE 3 – CONCENTRATION OF CASH REVENUE

The Bureau receives nearly all of its support from the City of Oxford Motel/Hotel Bed Tax.

**OXFORD VISITORS & CONVENTION BUREAU
OXFORD, OHIO
BUTLER COUNTY**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999 AND 1998

NOTE 4 – BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 1999 and 1998 were as follows:

1999 Budgeted vs. Actual Receipts

| General Type Fund | Budgeted Receipts | Actual Receipts | Variance |
|-------------------|----------------------|--------------------|-----------------|
| Bed Tax | \$85,510 | \$ 98,365 | \$12,855 |
| Other Receipts | <u>11,770</u> | <u>16,671</u> | <u>4,901</u> |
| Total | <u>\$ 97,280</u> | <u>\$115,036</u> | <u>\$17,756</u> |

1999 Budgeted vs. Actual Expenditures

| General Type Fund | Budgeted Expenditures | Actual Expenditures | Variance |
|--------------------------|--------------------------|------------------------|-----------------|
| Project Expenditures | \$ 30,310 | \$ 31,732 | \$ (1,422) |
| General & Administrative | <u>67,042</u> | <u>58,560</u> | <u>8,482</u> |
| Total | <u>\$ 97,352</u> | <u>\$ 90,292</u> | <u>\$ 7,060</u> |

1998 Budgeted vs. Actual Receipts

| General Type Fund | Budgeted Receipts | Actual Receipts | Variance |
|-------------------|----------------------|--------------------|-----------------|
| Bed Tax | \$75,000 | \$ 89,332 | \$14,332 |
| Other Receipts | <u>15,200</u> | <u>11,889</u> | <u>(3,311)</u> |
| Total | <u>\$ 90,200</u> | <u>\$101,221</u> | <u>\$11,021</u> |

1998 Budgeted vs. Actual Expenditures

| General Type Fund | Budgeted Expenditures | Actual Expenditures | Variance |
|--------------------------|--------------------------|------------------------|-----------------|
| Project Expenditures | \$ 33,650 | \$ 35,025 | \$ (1,375) |
| General & Administrative | <u>55,991</u> | <u>48,236</u> | <u>7,755</u> |
| Total | <u>\$ 89,641</u> | <u>\$ 83,261</u> | <u>\$ 6,380</u> |

**OXFORD VISITORS & CONVENTION BUREAU
OXFORD, OHIO
BUTLER COUNTY**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999 AND 1998

NOTE 5 – RELATED PARTY TRANSACTIONS

The Oxford Chamber of Commerce maintains the Visitors and Convention Bureau (VCB) as a separate entity as per agreement with the City of Oxford. This agreement expires December 31, 2000.

This agreement includes providing staff and management. The Oxford Chamber of Commerce Board of Trustees oversees the functions of the VCB, through the Advisory Board. Two members of the advisory board, also serve on the Oxford Chamber of Commerce Board of Trustees.

Payroll is paid through the Chamber of Commerce and reimbursed by the VCB. Employees are on the Social Security and Medicare Systems.



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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Oxford Visitors & Convention Bureau
Oxford, Ohio

We have audited the financial statements of the Oxford Visitors & Convention Bureau (the Bureau), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 9, 2000. We conducted our audits in accordance with generally accepted auditing standards 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 Bureau's financial statements are free of material misstatement, we performed tests of its compliance with certain laws, regulations and contracts 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

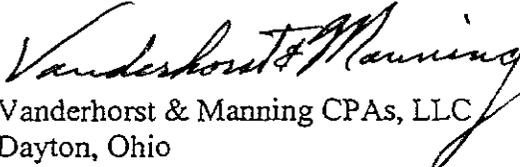
In planning and performing our audit, we considered the Bureau's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. 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

Internal Control Over Financial Reporting (continued)

misstatements in amounts that would be material in relation to the financial statement 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.

However, we noted matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Bureau in a separate letter dated June 9, 2000.

This report is intended for the information of the Bureau's management and Advisory Board, and is not intended to be and should not be used by anyone other than these specified parties.


Vanderhorst & Manning CPAs, LLC
Dayton, Ohio

June 9, 2000



STATE OF OHIO
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OXFORD VISITORS AND CONVENTION BUREAU
BUTLER 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.

By: Susan Babbitt

Date: AUG 03 2000