

**WYANDOT CONVENTION**  
**& VISITOR'S BUREAU**

**AUDITED FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED**  
**DECEMBER 31, 1999 AND 1998**

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STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Wyandot Convention & Visitor's Bureau  
P.O. Box 357  
Upper Sandusky, Ohio 43351-0357

We have reviewed the Independent Auditor's Report of the Wyandot Convention & Visitor's Bureau, Wyandot County, prepared by Reichert & Associates, CPA's, for the audit period January 1, 1998 to 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 Wyandot Convention & Visitor's 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

June 29, 2000

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**WYANDOT CONVENTION & VISITOR'S BUREAU**  
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# **REICHERT & ASSOCIATES, CPA'S**

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## **Independent Auditor's Report**

Wyandot Convention & Visitor's Bureau  
Upper Sandusky, Ohio 43351

We have audited the accompanying financial statements of Wyandot Convention & Visitors Bureau for the years ended December 31, 1999 and 1998. These financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit 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 also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates, if any, made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1-B, the Wyandot Convention & Visitor's Bureau, prepares its financial statements on the basis of accounting prescribed by or permitted by the Auditor of State, which is similar to the cash receipts and disbursement basis of accounting which is a basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements present fairly, in all material respects, the combined fund cash balances of the Wyandot Convention & Visitor's Bureau as of December 31, 1999 and 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1-B.

In accordance with Government Auditing Standards, we have also issued our report dated May 3, 2000 on our consideration of Wyandot Convention & Visitor's Bureau's internal control over financial reporting and our tests of its compliance with laws, regulations, contracts, and grants.

This report is intended solely for the information and use of management, the Trustees, and other 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.

May 3, 2000  
Findlay, Ohio

**REICHERT & ASSOCIATES, CPA'S**  
Certified Public Accountants

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**Wyandot Convention & Visitor's Bureau  
Statement of Cash Receipts, Disbursements, and Cash Balances  
For Fiscal Year Ended December 31, 1999**

**Cash Receipts**  
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Bedtax	\$9,854
Contributions	385
Memberships	2,250
Special Event	2,375
Interest	99
Miscellaneous	12
	-----
Total Cash Receipts	14,975
	-----

**Cash Disbursements**  
-----

Wages	2,931
Equipment & Furnishings	543
Telephone	1,260
Postage	512
Promotions/Advertising	3,398
Dues	878
Show/Meetings	647
Insurance	316
Supplies	461
Repairs	144
Special Event	2,399
Miscellaneous	50
	-----
Total Cash Disbursements	13,539
	-----

Total Cash Receipts over Cash Disbursements 1,436

Beginning Cash Balance 2,596

Ending Cash Balance \$4,032

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

**Wyandot Convention & Visitor's Bureau  
Statement of Cash Receipts, Disbursements, and Cash Balances  
For Fiscal Year Ended December 31, 1998**

**Cash Receipts**  
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Bedtax	\$7,542
Memberships	2,555
Interest	69
Miscellaneous	79
	-----
Total Cash Receipts	10,245
	-----

**Cash Disbursements**  
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Wages	1,850
Equipment & Furnishings	2,192
Telephone	1,060
Postage	666
Promotions/Advertising	3,989
Dues	940
Show/Meetings	82
Insurance	170
Supplies	402
Audit	1,053
Repairs	113
	-----

Total Cash Disbursements	12,517
	-----

Total Cash Receipts over Cash Disbursements	(2,272)
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Beginning Cash Balance	4,868
	-----

Ending Cash Balance	\$2,596
	=====

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

**WYANDOT CONVENTION & VISITOR'S BUREAU  
NOTES TO THE FINANCIAL STATEMENTS  
For the Years Ended December 31, 1999 and 1998**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. DESCRIPTION OF THE ENTITY**

The Wyandot Convention & Visitor's Bureau was formed on July 29, 1992, as a non-profit organization for the purpose of promoting tourism for Wyandot County. The organization receives an allocation from the City of Upper Sandusky for a portion of the Transient Guest Tax Collections.

**B. BASIS OF ACCOUNTING**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. CASH AND INVESTMENTS**

The NOW account, Passbook savings, and petty cash are valued at cost.

**D. FUND ACCOUNTING**

The Bureau uses fund accounting to classify its funds into the following types:

**Operating/Unrestricted Funds**, which include unrestricted resources for reporting income and expense, represent the portion of expendable funds that are available for the budgeted operations of the Bureau.

**NOTE 2 – CASH AND INVESTMENTS**

The Bureau maintains a NOW checking and passbook savings account and hold petty cash available for small purchases. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash at December 31 follows:

	<u>1998</u>	<u>1999</u>
NOW Account	1,911	1,307
Passbook Savings	585	2,625
Petty Cash	<u>100</u>	<u>100</u>
TOTAL	<u>2,596</u>	<u>4,032</u>

# **REICHERT & ASSOCIATES, CPA'S**

206 West Hardin Street  
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## **Report of Independent Accountants on Compliance and on Internal Control Required by *Government Auditing Standards***

Wyandot Convention & Visitor's Bureau  
Upper Sandusky, Ohio 43351

We have audited the financial statements of Wyandot Convention & Visitor's Bureau for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 3, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audit contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### **Compliance**

As part of obtaining reasonable assurance about whether Wyandot Convention & Visitor's 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 Wyandot Convention & Visitor's 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 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 statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Wyandot Convention & Visitor's Bureau  
Upper Sandusky, Ohio 43351  
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We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of Wyandot Convention & Visitor's Bureau in a separate letter dated May 3, 2000.

This report is intended solely for the information and use of management, the Board, and other 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.

May 3, 2000  
Findlay, Ohio

**REICHERT & ASSOCIATES, CPA'S**  
Certified Public Accountants





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**WYANDOT CONVENTION AND VISITOR'S BUREAU**

**WYANDOT 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 1, 2000**