



**WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY
REGULAR AUDIT
FOR THE YEARS ENDED DECEMBER 31, 2000-1999**



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Statements of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances General Fund For the Years Ended December 31, 2000 and 1999	3
Notes to the Financial Statements	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	7

This page intentionally left blank.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

REPORT OF INDEPENDENT ACCOUNTANTS

Board of Directors
Wayne County Convention and Visitors Bureau
428 West Liberty Street
Wooster, Ohio 44691

To the Board of Directors:

We have audited the accompanying financial statements of the Wayne County Convention and Visitors Bureau, Wayne County, Ohio, (the Bureau) as of and for the years ended December 31, 2000 and 1999. 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 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 audits 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 financial statements referred to above present fairly, in all material respects, the fund cash balances of the Bureau as of December 31, 2000 and 1999, and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 9, 2001, on our consideration of the Bureau's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That 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 audits.

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

Jim Petro
Auditor of State

August 9, 2001

This page intentionally left blank.

**WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY**

**STATEMENTS OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL FUND
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999**

	2000	1999
Cash Receipts:		
Hotel/Motel Tax	\$162,733	\$153,720
Earnings on Investments	679	754
Co-op Marketing	2,352	
Miscellaneous	1,202	4
 Total Cash Receipts	 166,966	 154,478
Cash Disbursements:		
Administrative	91,369	83,307
Operating	43,686	51,543
Advertising	22,647	34,854
Marketing	13,080	6,250
Miscellaneous	1,946	375
 Total Cash Disbursements	 172,728	 176,329
 Total Cash Receipts (Under) Cash Disbursements	 (5,762)	 (21,851)
 Fund Cash Balances, January 1	 21,803	 43,654
 Fund Cash Balances, December 31	 \$16,041	 \$21,803

The notes to the financial statements are an integral part of these statements.

This page intentionally left blank.

**WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000-1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Wayne County Convention and Visitors Bureau, Wayne 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 is directed by a Board of Directors. The Board may consist of not less than 9 nor more than 15 members. For the year ended December 31, 2000, the Board of Directors consisted of 12 appointed members. The primary objective of the Bureau is the promotion of the Wayne County area as a convention and tourist location.

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 follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and cash 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

All funds of the Bureau were maintained in a non-interest bearing checking account or a money market savings account.

D. Fund Accounting

The Bureau uses fund accounting to segregate cash that is restricted as to use. The Bureau classifies all of its financial resources into a General Fund, which is the general operating fund.

E. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

F. Budgetary Process

The Bureau is not required to follow budgetary procedures as prescribed by the Ohio Revised Code; however, the Bureau uses internal budgets for planning purposes which it adopts annually.

A summary of budgetary activity appears in Note 5.

**WAYNE COUNTY CONVENTION AND VISITORS BUREAU
WAYNE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000-1999
(Continued)**

2. EQUITY IN POOLED CASH

The carrying amount of cash at December 31 was as follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	\$16,041	\$21,803

Deposits:

Deposits are insured by the Federal Depository Insurance Corporation.

3. HOTEL/MOTEL TAX

Wayne County provides funding to the Bureau by remitting collections from the County's hotel/motel tax.

4. RISK MANAGEMENT

The Bureau has obtained commercial insurance for general liability risks.

5. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2000 and 1999 follows:

2000 Estimated vs. Actual Receipts		
Estimated Receipts	Actual Receipts	Variance
\$159,500	\$166,966	\$7,466

2000 Estimated vs. Actual Expenditures		
Estimated Expenditures	Actual Expenditures	Variance
\$159,500	\$172,728	(\$13,228)

1999 Estimated vs. Actual Receipts		
Estimated Receipts	Actual Receipts	Variance
\$157,500	\$154,478	(\$3,022)

1999 Estimated vs. Actual Expenditures		
Estimated Expenditures	Actual Expenditures	Variance
\$157,500	\$176,329	(\$18,829)



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Board of Directors
Wayne County Convention and Visitors Bureau
428 West Liberty Street
Wooster, Ohio 44691

To the Board of Directors:

We have audited the accompanying financial statements of the Wayne County Convention and Visitors Bureau, Wayne County, Ohio, (the Bureau) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated August 9, 2001. 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.

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 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 audits, 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 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.

However, we noted other 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 August 9, 2001.

Wayne County Convention and Visitors Bureau
Wayne County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
Page 2

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

Jim Petro
Auditor of State

August 9, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

WAYNE COUNTY CONVENTION AND VISITORS BUREAU

WAYNE 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
SEPTEMBER 4, 2001**