

**UNION COUNTY CONVENTION**  
**& VISITOR'S BUREAU**  
**MARYSVILLE, OHIO**  
**REPORT ON AUDITED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2001 AND 2000**





STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Board of Trustees  
Union County Convention & Visitor's Bureau

We have reviewed the Independent Auditor's Report of the Union County Convention & Visitor's Bureau, Union County, prepared by Holbrook & Manter for the audit period January 1, 2000 through December 31, 2001. 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 Union County 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

September 24, 2002

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Union County Convention & Visitor's Bureau  
Marysville, Ohio

We have audited the accompanying financial statements of the Union County Convention & Visitor's Bureau (the UCC & VB) as of December 31, 2001 and 2000. These financial statements are the responsibility of UCC & VB's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in the *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 audit provides a reasonable basis for our opinion.

As explained in Note 1 to the financial statements, the Union County 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 referred to above present fairly, in all material respects, the combined fund cash balances of the UCC & VB as of December 31, 2001 and 2000, and its combined cash receipts and disbursements 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 July 29, 2002, on our consideration of the UCC & VB's internal control over financial reporting and our test 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 audit.

*Holbrook & Manter*

Certified Public Accountants

July 29, 2002  
Marysville, Ohio

MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
OHIO SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

**UNION COUNTY CONVENTION & VISITOR'S BUREAU**  
**MARYSVILLE, OHIO**  
**STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2001 AND 2000**

	<u>2001</u>		<u>2000</u>	
<b>CASH RECEIPTS</b>				
Bedtax	\$ 97,000	86.68%	\$ 70,500	98.23%
Interest	201	0.18%	392	0.55%
Miscellaneous	14,699	13.14%	880	1.22%
Total Cash Receipts	<u>111,900</u>	<u>100.00%</u>	<u>71,772</u>	<u>100.00%</u>
<b>CASH DISBURSEMENTS</b>				
Office supplies	2,016	1.80%	2,797	3.90%
Postage	1,907	1.70%	593	0.83%
Utilities	41	0.04%	0	0.00%
Advertising/promotion	8,986	8.03%	9,782	13.63%
Telephone	2,199	1.97%	1,328	1.85%
Repairs	347	0.31%	511	0.71%
Dues/subscriptions	1,054	0.94%	368	0.51%
Guides/brochures	8,189	7.32%	806	1.12%
Administrative costs	50,936	45.52%	37,876	52.77%
Fund raising	100	0.09%	2,735	3.81%
Conference	423	0.38%	0	0.00%
Bank charges	50	0.04%	0	0.00%
Transportation	484	0.43%	1,532	2.13%
Business promotions	26,638	23.81%	9,396	13.09%
Event fees	12,209	10.91%	9,646	13.44%
Insurance group	2,733	2.44%	0	0.00%
Other travel	1,121	1.00%	2,061	2.87%
Meals & entertainment	502	0.45%	1,234	1.72%
Legal & accounting	375	0.34%	2,807	3.92%
Printing & promotional materials	5,028	4.49%	7,935	11.06%
Rent	1,500	1.34%	0	0.00%
Donations	150	0.13%	0	0.00%
Total Cash Disbursements	<u>126,988</u>	<u>113.48%</u>	<u>91,407</u>	<u>127.36%</u>
Total Cash Disbursements over Cash Receipts	( 15,088)	<u>( 13.48%)</u>	( 19,635)	<u>( 27.36%)</u>
Beginning Cash Balance	<u>17,064</u>		<u>36,699</u>	
Ending Cash Balance	<u>\$ 1,976</u>		<u>\$ 17,064</u>	

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

**UNION COUNTY CONVENTION & VISITOR'S BUREAU**  
**MARYSVILLE, OHIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2001 AND 2000**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-**

**Organization** - The Union County Convention & Visitor's Bureau (the UCC & VB) was formed on December 31, 1992, as a not-for-profit organization for the purpose of promoting tourism for Union County, Ohio. The organization receives an allocation from Union County for a portion of the Transient Guest Tax Collection.

**Basis of Presentation** - The 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 liability is incurred.

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

**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.

**Cash and Investments** – The checking account and savings account are valued at cost.

**NOTE 2 - CASH AND INVESTMENTS:-**

The Bureau maintains a checking and savings account. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash at December 31 follows:

	<u>2000</u>	<u>2001</u>
Checking Account	\$ 15,896	\$ 796
Savings Account	<u>1,168</u>	<u>1,180</u>
Total	<u>\$17,064</u>	<u>\$1,976</u>

**NOTE 3 - CONCENTRATION OF RISK:-**

During the year 2000 and 2001, the composition of the board of trustees within the Bureau did not comply with the By-Laws.





Report on Compliance and on Internal Control Over Financial  
Reporting Based on an Audit of Financial Statements Performed  
In Accordance with *Government Auditing Standards*

The Board of Trustees  
Union County Convention & Visitor's Bureau  
Marysville, Ohio

We have audited the financial statements of the Union County Convention & Visitor's Bureau, (the UCC & VB) (a nonprofit organization) for the years then ended December 31, 2001 and 2000, and have issued our report thereon dated July 29, 2002. 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 UCC & VB'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 audits 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 UCC & VB'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 those 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 internal controls over financial reporting, which we have reported to management of the Union County Convention & Visitor's Bureau in a separate letter dated July 29, 2002.

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

*Shuller & Mante*

Certified Public Accountants

July 29, 2002  
Marysville, Ohio



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**UNION COUNTY CONVENTION AND VISITOR'S BUREAU**

**UNION 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  
OCTOBER 8, 2002**