

**MIDDLETOWN CONVENTION AND VISITORS BUREAU, INC.
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS AND
CASH BALANCES
DECEMBER 31, 2003 AND 2002
TOGETHER WITH
AUDITORS' REPORT**



**Auditor of State
Betty Montgomery**

Board of Directors
Middletown Convention and Visitors Bureau, Inc.

We have reviewed the Independent Auditor's Report of the Middletown Convention and Visitors Bureau, Inc., Butler County, prepared by Stephenson & Warner, Inc. 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 Middletown Convention and Visitors Bureau, Inc. is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY
Auditor of State

July 7, 2004

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MIDDLETOWN CONVENTION AND VISITORS BUREAU, INC.

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STEPHENSON AND WARNER, INC.
Certified Public Accountants

1502 Peck Blvd., Hamilton, Ohio 45011
(513) 868-8600
FAX (513) 868-8620

5995 Fairfield Rd., Oxford, Ohio 45056
(513) 523-6664

Members of:

A.I.C.P.A.
O.S.C.P.A.

Independent Auditors' Report

To Board of Directors of
Middletown Convention and Visitors Bureau, Inc.
Middletown, Ohio

We have audited the accompanying statements of cash receipts and disbursements and cash balances arising from cash transactions of Middletown Convention and Visitors Bureau, Inc. for the years ended December 31, 2003 and 2002. These financial statements are the responsibility of the Organization'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 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 the 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, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash receipts and disbursements and cash balances arising from cash transactions of Middletown Convention and Visitors Bureau, Inc. for the years ended December 31, 2003 and 2002, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2004 on our consideration of Middletown Convention and Visitors Bureau, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

STEPHENSON AND WARNER, INC.
Certified Public Accountants

June 21, 2004

MIDDLETOWN CONVENTION AND VISITORS BUREAU, INC.
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS AND CASH BALANCES
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

	<u>2003</u>	<u>2002</u>
Cash receipts		
Motel tax	\$ 163,425	\$ 121,657
Miscellaneous	114	-
Interest	<u>470</u>	<u>666</u>
Total cash receipts	164,009	122,323
 Cash disbursements		
Salaries	23,986	46,081
Outside services	3,334	2,104
Printing	3,553	4,623
Advertising and promotions	24,337	7,129
Trade show	-	5,577
Retirement benefit	299	2,671
Health insurance	2,164	5,214
Dues and memberships	3,185	2,787
Travel and meetings	1,182	5,414
Community projects	57,216	-
Payroll taxes	2,671	3,818
Postage	(263)	1,249
Accounting	3,651	3,210
Rent	1,000	6,000
Telephone	1,876	2,545
Administration fees	18,960	2,496
Contingency	-	200
Office supplies	1,958	2,080
Miscellaneous	-	226
Bank charges	33	47
Insurance	1,347	-
Maintenance and repairs	<u>25</u>	<u>345</u>
Total cash disbursements	<u>150,514</u>	<u>103,816</u>
 Increase in cash	13,495	18,507
Beginning cash balance	<u>59,940</u>	<u>41,433</u>
Ending cash balance	<u>\$ 73,435</u>	<u>\$ 59,940</u>

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

MIDDLETOWN CONVENTION AND VISITORS BUREAU, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002

Nature of Operations – The Middletown Convention and Visitors Bureau, Inc., the Organization, is a not-for-profit corporation formed under the laws of the State of Ohio. The purpose of the Organization is to promote and publicize the City of Middletown, Ohio, to attract tourists into the City for their consumption of goods and services provided by the City’s hospitality industry and the general business community.

Note 1 – Significant Accounting Policies

Basis of Accounting – The Organization’s Statements of Cash Receipts and Disbursements and Cash Balances was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The cash basis of accounting records cash receipts and cash disbursements. Cash receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Accordingly, the accompanying Statements of Cash Receipts and Disbursements and Cash Balances is not intended to present the financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

Income Taxes – The Organization is exempt from federal income tax under Section 501(c)(6) of the Internal Revenue Code.

Note 2 – Cash

The balances were:

	<u>2003</u>	<u>2002</u>
Checking account	\$ 54,098	\$ 47,723
Certificate of deposit	13,107	3,018
Savings account	<u>6,230</u>	<u>9,199</u>
	<u>\$ 73,435</u>	<u>\$ 59,940</u>

Note 3 – Cash Receipts

The Organization’s primary source of cash receipts is from the City of Middletown Motel/Hotel Bed Tax. The Organization entered into an agreement with the City of Middletown in October 1993 to provide convention and visitor promotions for the City. The term of the agreement is October 1st to September 30th and automatically renews itself for one year provided that neither party has given written notice to the other of its desire to terminate the agreement.

The City agrees to pay the Organization an amount of money equal to the following percentages of the City’s annual receipt from its Motel/Hotel Bed Tax imposed under the provisions of Ordinance 091-63 less cost of collection and intergovernmental obligations.

1. 90% of the first \$75,000.00 plus
2. 80% of the next \$25,000.00 plus
3. 65% of the amount in excess of \$100,000.00

Note 4 – Contractual Agreements

The Organization contracts with the Mid-Miami Valley Chamber of Commerce to provide bookkeeping services.

The Organization has a contractual agreement with its Executive Director from June 2003 to December 2003. For \$2,134 per month the director provides certain services outlined in the agreement. The agreement was updated and extended to December 2004 subsequent to December 31, 2003.

Note 5 – Concentration of Receipts

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

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**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 Board of Directors of
Middletown Convention and Visitors Bureau, Inc.
Middletown, Ohio

We have audited the statements of cash receipts and disbursements of Middletown Convention and Visitors Bureau, Inc. as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated June 21, 2004. We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 Middletown Convention and Visitors Bureau, Inc.'s statements of cash receipts and disbursements is 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 as 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 Middletown Convention and Visitors Bureau, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the statements of cash receipts and disbursements 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.

STEPHENSON AND WARNER, INC.
Certified Public Accountants

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

STEPHENSON AND WARNER, INC.
Certified Public Accountants

June 21, 2004



**Auditor of State
Betty Montgomery**

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

Telephone 614-466-4514
800-282-0370

Facsimile 614-466-4490

MIDDLETOWN CONVENTION AND VISITORS BUREAU , INC.

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.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JULY 27, 2004**