

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**REPORT ON AUDITS OF  
FINANCIAL STATEMENTS**

**DECEMBER 31, 2003 AND 2002**





**Auditor of State  
Betty Montgomery**

Board of Directors  
Tuscarawas County Convention & Visitors Bureau  
125 McDonald Drive SW  
New Philadelphia, Ohio 44663

We have reviewed the Independent Auditor's Report of the Tuscarawas County Convention & Visitors Bureau, Tuscarawas County, prepared by Willoughby & Company, Inc., for the audit period January 1, 2003 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 Tuscarawas County Convention & Visitors Bureau is responsible for compliance with these laws and regulations.

*Betty Montgomery*

BETTY MONTGOMERY  
Auditor of State

April 22, 2004

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**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU  
NEW PHILADELPHIA, OHIO**

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# WILLOUGHBY & COMPANY, INC.

*Certified Public Accountants*

216 North Broadway, P.O. Box 1021, New Philadelphia, Ohio 44663

Phone (330) 602-1322 • Fax (330) 602-2610

**February 11, 2004**

**Board of Directors  
Tuscarawas County Convention and Visitors Bureau  
New Philadelphia, Ohio**

## INDEPENDENT AUDITORS' REPORT

We have audited the accompanying statements of financial position of Tuscarawas County Convention and Visitors Bureau (a nonprofit organization) as of December 31, 2003 and 2002, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended. 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 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tuscarawas County Convention and Visitors Bureau's as of December 31, 2003 and the changes in net assets, and its cash flows 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 a report dated February 11, 2004, on our consideration of the Tuscarawas County Convention and Visitors Bureau's internal control structure over financial reporting and on 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 audit.

*Willoughby + Company, Inc.*

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENTS OF FINANCIAL POSITION  
AS OF DECEMBER 31, 2003 AND 2002**

**ASSETS**

	<u><b>2003</b></u>	<u><b>2002</b></u>
<b>CURRENT ASSETS:</b>		
Cash - unrestricted	\$ 58,174	\$ 58,925
Certificate of deposits - board designated	61,116	98,547
Accounts receivable	13,399	11,626
Prepaid expenses	2,768	11,993
Deposits on equipment	<u>0</u>	<u>1,606</u>
Total current assets	135,457	182,697
<b>PROPERTY AND EQUIPMENT:</b>		
Construction in progress	212,437	0
Construction loan interest	7,026	0
Leasehold improvements	7,749	7,749
Video and display equipment	17,127	13,669
Office equipment	9,109	9,109
Computer equipment	<u>11,972</u>	<u>13,019</u>
	265,420	43,546
Less: accumulated depreciation	<u>24,378</u>	<u>21,581</u>
Net property and equipment	241,042	21,965
<b>OTHER ASSETS:</b>		
Workers' compensation deposit	<u>208</u>	<u>208</u>
Total other assets	<u>208</u>	<u>208</u>
 Total assets	 <u>\$ 376,707</u>	 <u>\$ 204,870</u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants



**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENTS OF FINANCIAL POSITION  
AS OF DECEMBER 31, 2003 AND 2002**

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES:**

Accounts payable - trade	\$ 0	\$ 0
Note payable, current portion	17,485	0
<b>Accrued liabilities:</b>		
Accrued payroll taxes	278	662
Accrued vacation and sick pay	1,393	177
Deferred revenue	<u>13,875</u>	<u>27,425</u>
<b>Total current liabilities</b>	<b>33,031</b>	<b>28,264</b>

**LONG-TERM LIABILITIES:**

Note payable, net of current portion	<u>187,515</u>	<u>0</u>
<b>Total long-term liabilities</b>	<u>187,515</u>	<u>0</u>
<b>Total liabilities</b>	<b>220,546</b>	<b>28,264</b>

**UNRESTRICTED NET ASSETS:**

Unrestricted	95,045	78,059
Board designated	<u>61,116</u>	<u>98,547</u>
<b>Total unrestricted net assets</b>	<u>156,161</u>	<u>176,606</u>
<b>Total liabilities and net assets</b>	<u><b>\$ 376,707</b></u>	<u><b>\$ 204,870</b></u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Unrestricted</u>	<u>Unrestricted - Board Designated</u>	<u>Total</u>
<b>REVENUE AND SUPPORT:</b>			
Hotel and motel excise tax	\$ 257,510	\$ 0	\$ 257,510
Grants and donations	5,000	0	5,000
Reimbursements	13,445	0	13,445
Tourist Information Center donations	12,059	0	12,059
Visitors' guide income	28,150	0	28,150
FAM Tour Income	4,372	0	4,372
Group tour planner/profile books	750	0	750
Interest income	304	2,867	3,171
Co-op advertising income	6,022	0	6,022
Miscellaneous	509	0	509
	328,121	2,867	330,988
<b>EXPENSES:</b>			
Program expenses	291,761	0	291,761
Administrative expenses	59,672	0	59,672
	351,433	0	351,433
Changes in net assets	(23,312)	2,867	(20,445)
<b>UNRESTRICTED NET ASSETS, beginning of year</b>	<u>78,059</u>	<u>98,547</u>	<u>176,606</u>
	54,747	101,414	156,161
Transfers	40,298	(40,298)	0
<b>UNRESTRICTED NET ASSETS, end of year</b>	<u>\$ 95,045</u>	<u>\$ 61,116</u>	<u>\$ 156,161</u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Unrestricted</u>	<u>Unrestricted - Board Designated</u>	<u>Total</u>
<b>REVENUE AND SUPPORT:</b>			
Hotel and motel excise tax	\$ 256,260	\$ 0	\$ 256,260
Grants and donations	22,000	0	22,000
Reimbursements	7,800	0	7,800
Tourist Information Center donations	12,111	0	12,111
Visitors' guide income	17,000	0	17,000
FAM Tour Income	1,480	0	1,480
Group tour planner/profile books	505	0	505
Interest income	372	5,054	5,426
Co-op advertising income	4,920	0	4,920
Miscellaneous	2,099	0	2,099
	<hr/>	<hr/>	<hr/>
<b>Total support and revenue</b>	<b>324,547</b>	<b>5,054</b>	<b>329,601</b>
<b>EXPENSES:</b>			
Program expenses	272,598	0	272,598
Administrative expenses	58,830	0	58,830
	<hr/>	<hr/>	<hr/>
<b>Total expenses</b>	<b>331,428</b>	<b>0</b>	<b>331,428</b>
<b>Changes in net assets</b>	<b>(6,881)</b>	<b>5,054</b>	<b>(1,827)</b>
<b>UNRESTRICTED NET ASSETS, beginning of year</b>	<b>79,940</b>	<b>98,493</b>	<b>178,433</b>
	<hr/>	<hr/>	<hr/>
	<b>73,059</b>	<b>103,547</b>	<b>176,606</b>
<b>Transfers</b>	<b>5,000</b>	<b>(5,000)</b>	<b>0</b>
	<hr/>	<hr/>	<hr/>
<b>UNRESTRICTED NET ASSETS, end of year</b>	<b>\$ 78,059</b>	<b>\$ 98,547</b>	<b>\$ 176,606</b>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Program Expenses</u>	<u>Administrative Expenses</u>	<u>Total</u>
Salaries	\$ 121,851	\$ 30,463	\$ 152,314
Payroll taxes	10,942	2,736	13,678
Employee benefits	11,134	2,783	13,917
Pension expense	2,751	688	3,439
Advertising	9,748	4,178	13,926
Travel show and tours	12,149	0	12,149
Visitors' guide expense	24,293	0	24,293
Conferences and meetings	6,991	0	6,991
Dues and memberships	6,060	0	6,060
Public relations	38	26	64
Postage	10,666	1,185	11,851
Copying and printing	6,057	1,514	7,571
Office supplies	525	1,219	1,744
Vehicle expenses	7,210	801	8,011
Co-op advertising	8,365	0	8,365
Tourist Information Center supplies	6,176	0	6,176
Continuing education	504	148	652
Rent - office	10,457	2,614	13,071
Telephone	3,246	811	4,057
Legal and accounting	1,593	6,371	7,964
Insurance	769	329	1,098
Repairs & maintenance	760	326	1,086
Renovation expenses	13,829	0	13,829
Grants and aid	10,000	0	10,000
Utilities	803	344	1,147
Computer expenses	1,112	477	1,589
Loss on disposal of assets	674	0	674
Miscellaneous	<u>0</u>	<u>1,348</u>	<u>1,348</u>
<b>Total expenses before depreciation</b>	<b>288,703</b>	<b>58,361</b>	<b>347,064</b>
<b>Depreciation</b>	<u><b>3,058</b></u>	<u><b>1,311</b></u>	<u><b>4,369</b></u>
<b>Total expenses</b>	<u><b>\$ 291,761</b></u>	<u><b>\$ 59,672</b></u>	<u><b>\$ 351,433</b></u>

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

WILLOUGHBY & COMPANY, INC. Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Program Expenses</u>	<u>Administrative Expenses</u>	<u>Total</u>
Salaries	\$ 108,564	\$ 27,141	\$ 135,705
Payroll taxes	9,242	2,310	11,552
Employee benefits	8,570	2,143	10,713
Pension expense	2,680	670	3,350
Advertising	14,075	6,032	20,107
Travel show and tours	20,718	0	20,718
Visitors' guide expense	19,415	0	19,415
Conferences and meetings	4,699	0	4,699
Dues and memberships	8,661	0	8,661
Public relations	25	17	42
Postage	11,370	1,263	12,633
Copying and printing	6,241	1,560	7,801
Office supplies	805	1,876	2,681
Vehicle expenses	6,807	756	7,563
Co-op advertising	7,321	0	7,321
Tourist Information Center supplies	6,628	0	6,628
Continuing education	2,378	696	3,074
Rent - office	10,839	2,710	13,549
Telephone	3,746	937	4,683
Legal and accounting	1,854	7,415	9,269
Insurance	1,299	557	1,856
Repairs & maintenance	1,123	481	1,604
Renovation expenses	0	0	0
Grants and aid	10,000	0	10,000
Utilities	790	339	1,129
Computer expenses	1,273	546	1,819
Loss on disposal of assets	935	0	935
Miscellaneous	<u>0</u>	<u>292</u>	<u>292</u>
Total expenses before depreciation	270,058	57,741	327,799
Depreciation	<u>2,540</u>	<u>1,089</u>	<u>3,629</u>
Total expenses	<u>\$ 272,598</u>	<u>\$ 58,830</u>	<u>\$ 331,428</u>

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

WILLOUGHBY & COMPANY, INC. Certified Public Accountants

**TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU**

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

	<u>2003</u>	<u>2002</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from service recipients	\$ 294,930	\$ 299,908
Other operating cash receipts	17,564	36,202
Cash paid to employees and suppliers	<u>(334,728)</u>	<u>(337,568)</u>
Net cash used by operating activities	<u>(22,234)</u>	<u>(1,458)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of property and equipment	(4,656)	(16,224)
Construction in progress	(212,437)	0
Construction loan interest	(7,026)	0
Proceeds from certificate of deposits	37,431	0
Interest income on certificate of deposits	<u>3,171</u>	<u>5,426</u>
Net cash used by investing activities	<u>(183,517)</u>	<u>(10,798)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from notes payable	355,000	0
Principal on note payable	<u>(150,000)</u>	<u>0</u>
Net cash provided by investing activities	<u>205,000</u>	<u>0</u>
Decrease in cash	(751)	(12,256)
CASH, beginning of year	<u>58,925</u>	<u>71,181</u>
CASH, end of year	<u>\$ 58,174</u>	<u>\$ 58,925</u>
<b>RECONCILIATION OF CHANGES IN NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES:</b>		
Changes in net assets	\$ (20,445)	\$ (1,827)
Adjustments to reconcile changes in net assets to net cash used by operating activities:		
Depreciation	4,369	3,629
Loss on disposal of assets	674	935
Interest income on certificate of deposits	(3,171)	(5,426)
(Increase) decrease in operating assets:		
Accounts receivable	(1,773)	1,360
Prepaid expenses	9,225	(9,108)
Deposits on equipment	1,606	(1,606)
Increase (decrease) in operating liabilities:		
Accounts payable	0	0
Accrued expenses	831	10
Deferred revenue	<u>(13,550)</u>	<u>10,575</u>
Net cash used by operating activities	<u>\$ (22,234)</u>	<u>\$ (1,458)</u>

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

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU

NOTES TO THE FINANCIAL STATEMENTS

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

**NATURE OF OPERATIONS**

Tuscarawas County Convention and Visitors Bureau (the Organization) is a non-profit entity organized under the laws of the State of Ohio for the purpose of the promotion of Tuscarawas county, Ohio as a convention and tourist location.

**METHOD OF ACCOUNTING**

The Organization prepares its financial statements on the accrual basis of accounting.

**FINANCIAL STATEMENT PRESENTATION**

The Organization previously adopted Statement of Financial Accounting Standards (SFAS) No. 117 "Financial Statements of Not-for-Profit Organizations." Under SFAS No.117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the organization is required to present a statement of cash flows. As permitted by this statement, the Organization has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the three classes of net assets required. At December 31, 2003 and 2002, the Organization had only unrestricted net assets.

**ACCOUNTS RECEIVABLE**

The Organization uses the allowance method of accounting for doubtful accounts. All accounts were considered to be fully collectible at December 31, 2003 and 2002. Therefore, no allowance for doubtful accounts has been recorded in these financial statements.

**PROPERTY AND EQUIPMENT**

Property and equipment are carried at cost. Depreciation is provided over the estimated useful lives of the related assets. Maintenance and repairs are charged to operations when incurred. Renewals and betterments of a nature considered to materially extend the useful lives of the assets are capitalized. When assets are retired or otherwise disposed of, the assets and related allowances for depreciation are eliminated from the accounts, and any resulting gain or loss is reflected in income. Depreciation for financial reporting purposes is based on the following policies:

<u>DESCRIPTION</u>	<u>USEFUL LIVES</u>	<u>METHOD</u>
Video and display equipment	5 years	Straight line
Leasehold improvements	15 years	Straight line
Office equipment	5 - 10 years	Straight line
Computer equipment	5 years	Straight line

**DONATIONS**

All donations received are considered to be available for unrestricted use unless specifically restricted by donor.

**TAX STATUS**

As a non-profit organization under Section 501(c)(6) of the Internal Revenue Code, the organization is exempt from Federal and Ohio income taxes. Therefore, no provision has been made for Federal or Ohio income taxes in the accompanying financial statements.

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants

TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU  
NOTES TO THE FINANCIAL STATEMENTS

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**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**CASH EQUIVALENTS**

For the purposes of the statements of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity date of three months or less to be cash equivalents.

**USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**ADVERTISING COSTS**

The Organization expenses the production costs of advertising the first time the advertising takes place.

**RECLASSIFICATION**

Certain items on the 2002 financial statements have been reclassified to conform with the 2003 presentation.

**NOTE 2: DEPOSITS WITH OFF BALANCE SHEET RISK**

As of December 31, 2003 and 2002, the Organization had bank balances of \$105,811 and \$167,460, respectively. All of the bank balances were covered by federal depository insurance for both years.

**NOTE 3: COMPENSATED ABSENCES**

Employees of the Organization are entitled to paid vacation and paid sick days, depending on job classification, length of service, and other factors. An amount has been booked on the statements of financial position for the liability incurred by the Organization to its employees at December 31, 2003 and 2002.

**NOTE 4: CONCENTRATION OF CREDIT RISK**

The accounts receivable balance of the Organization consists of balances due from clients operating primarily in East Central Ohio.

The Organization receives a majority of its funding from a hotel and motel excise tax in Tuscarawas County located in East Central Ohio.

**NOTE 5: OPERATING LEASES**

The Organization currently rents office space on a month-to-month basis. The Organization is responsible for its share of utilities.

The Organization leases a van used for operations. The lease calls for monthly payments of \$382. Lease expense for both years ending December 31, 2003 and 2002 was \$4,584.

**NOTE 6: PENSION PLAN**

The Organization sponsors a Simple Retirement program for all eligible employees. The Organization matches employee deferrals up to 3% of employee earnings. The Organization incurred matching contributions of \$3,439 and \$3,350 for the years ended December 31, 2003 and 2002, respectively.

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants



TUSCARAWAS COUNTY CONVENTION  
AND VISITORS BUREAU  
NOTES TO THE FINANCIAL STATEMENTS

**NOTE 7: BOARD DESIGNATED BUILDING FUND**

It is the policy of the Board of Directors of the organization to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums to assure adequate financing of such improvements and acquisitions.

**NOTE 8: NOTE PAYABLE**

The Organization had the following note payable at December 31:

	<u>2003</u>	<u>2002</u>
Note payable - United States of Department of Agriculture Rural Development, secured by building with monthly payments of \$2,155 which includes interest at 4.25%. Final payment is due July 2013.	\$ 205,000	\$ 0
Less: current portion	17,485	0
	<u>\$ 187,515</u>	<u>\$ 0</u>

Principal payments on the note payable are scheduled to be made as follows for the years ending December 31:

2004	\$	17,485
2005		18,243
2006		19,034
2007		19,859
2008		20,719
Thereafter		109,660
		<u>\$ 205,000</u>

**NOTE 9: DEFERRED REVENUE**

The Organization publishes an annual Visitors' Guide. Prior to its publication, the Organization will receive in advance a certain amount of related advertising revenue and will also incur related expenses. The amount of advertising revenue received in advance of the related year of publication, less associated expenses, amounted to \$13,875 and \$27,425 as of December 31, 2003 and 2002, respectively.

**NOTE 10: CONSTRUCTION IN PROGRESS**

During January 2003, Organization entered into a contract to purchase a commercial real estate building located in downtown New Philadelphia. The Organization used the proceeds from a loan, with a local financial institution and an amount from a certificate of deposit to finance the transaction. As of December 31, 2003, the Organization is still in the process of renovating the building. Also, loan interest has been paid as part of financing the project. These amounts are to be considered as capitalized loan interest. Once the renovation project is complete, the building and the capitalized loan interest will be depreciated as part of a fixed asset cost for the building.



# WILLOUGHBY & COMPANY, INC.

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February 11, 2004

Board of Directors  
Tuscarawas County Convention  
and Visitors Bureau  
New Philadelphia, Ohio

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of Tuscarawas County Convention and Visitors Bureau as of and for the year ended December 31, 2003 and have issued our report thereon dated February 11, 2004. 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 Tuscarawas County Convention and Visitors 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 Tuscarawas County Convention and Visitors 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 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.

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

*Willoughby + Company, Inc.*

WILLOUGHBY & COMPANY, INC. - Certified Public Accountants



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**TUSCARAWAS COUNTY CONVENTION AND VISITORS BUREAU**

**TUSCARAWAS 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  
MAY 11, 2004**