



**Auditor of State
Betty Montgomery**

**BELLEVUE AREA TOURISM AND VISITORS BUREAU
HURON COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Bellevue Area Tourism and Visitors Bureau
Huron County
253 Southwest Street, P.O. Box 63
Bellevue, Ohio 44811-0063

To the Board of Trustees:

We have audited the accompanying financial statements of the Bellevue Area Tourism and Visitors Bureau (the Bureau) as of and for the years ended September 30, 2003 and 2002. 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 discussed 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 September 30, 2003 and 2002, 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 January 12, 2004 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.

Bellevue Area Tourism and Visitors Bureau
Huron County
Independent Accountants' Report
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This report is intended solely for the information and use of the audit committee, management, Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

January 12, 2004

**BELLEVUE AREA TOURISM AND VISITORS BUREAU
HURON COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2003**

| | General |
|--|-----------------|
| Cash Receipts | |
| Hotel/Motel Taxes | \$ 17,720 |
| Interest Earnings | 5 |
| Other Receipts | 85 |
| Total Cash Receipts | 17,810 |
| Cash Disbursements | |
| Current: | |
| Administrative | 6,442 |
| Operating | 2,922 |
| Advertising | 9,696 |
| Miscellaneous | 97 |
| Total Cash Disbursements | 19,157 |
| Total Disbursements Over Receipts | (1,347) |
| Fund Cash Balances, January 1 | 2,565 |
| Fund Cash Balances, December 31 | \$ 1,218 |

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

**BELLEVUE AREA TOURISM AND VISITORS BUREAU
HURON COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2002**

| | General |
|--|-----------------|
| Cash Receipts | |
| Hotel/Motel Taxes | \$ 20,095 |
| Interest Earnings | 20 |
| Other Receipts | 40 |
| Total Cash Receipts | 20,155 |
| Cash Disbursements | |
| Current: | |
| Administrative | 5,811 |
| Operating | 3,203 |
| Advertising | 13,076 |
| Miscellaneous | 1,046 |
| Scholarship | 600 |
| Total Cash Disbursements | 23,736 |
| Total Disbursements Over Receipts | (3,581) |
| Fund Cash Balances, January 1 | 6,146 |
| Fund Cash Balances, December 31 | \$ 2,565 |

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

**BELLEVUE AREA TOURISM AND VISITORS BUREAU
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2003 AND 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Bellevue Area Tourism and Visitors Bureau, Huron 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 Trustees. The Board may consist of between three and seventeen members. Ten local organizations are invited to appoint one Trustee each, with the Bureau's membership having the option of electing up to seven appointed members. The purpose of the Bureau is to promote tourism, conferences, conventions, and group meetings to the Bellevue, Ohio area.

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 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. Fund Accounting

The Bureau uses fund accounting to segregate cash and investments that are restricted as to use. The Bureau has one fund and classifies it as the General Fund, which is the general operating fund. It is used to account for all financial resources of the Bureau.

D. Budgetary Process

The Bureau budgets the General Fund annually.

1. Appropriations

The Board of Trustees annually approves appropriation measures and subsequent amendments at the object level.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of October 1.

A summary of 2003 and 2002 budgetary activity appears in Note 3.

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.

**BELLEVUE AREA TOURISM AND VISITORS BUREAU
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2003 AND 2002
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Bureau maintains a cash pool used by all funds. The carrying amount of cash at September 30 was as follows:

| | 2003 | 2000 |
|-----------------|----------|----------|
| Demand deposits | \$ 1,218 | \$ 2,565 |

Deposits are insured by the Federal Depository Insurance Corporation.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending September 30, 2003 and 2002 follows:

| 2003 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|--------------------|------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$ 21,120 | \$ 17,810 | \$ (3,310) |

| 2003 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|----------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$ 22,579 | \$ 19,157 | \$ 3,422 |

| 2002 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|--------------------|------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$ 24,230 | \$ 20,155 | \$ (4,075) |

| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
|-----------|----------------------------|---------------------------|----------|
| General | \$ 28,965 | \$ 23,736 | \$ 5,229 |

4. HOTEL/MOTEL TAX

The City of Bellevue provides funding to the Bureau by remitting a portion of collections from the City's hotel/motel tax.

5. RISK MANAGEMENT

Commercial Insurance

The Bureau has obtained commercial insurance for general liability risk.



**Auditor of State
Betty Montgomery**

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

Bellevue Area Tourism and Visitors Bureau
Huron County
253 Southwest Street, P.O. Box 63
Bellevue, Ohio 44811-0063

To the Board of Trustees:

We have audited the accompanying financial statements of the Bellevue Area Tourism and Visitors Bureau (the Bureau) as of and for the years ended September 30, 2003 and 2002, and have issued our report thereon dated January 12, 2004. 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*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Career Center in a separate letter dated January 12, 2004.

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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Bureau in a separate letter dated January 12, 2004.

Bellevue Area Tourism and Visitors Bureau
Huron County
Independent Accountants' Report on Compliance and on
Internal Control Required by *Government Auditing Standards*
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This report is intended solely for the information and use of the audit committee, management, and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

January 12, 2004



**Auditor of State
Betty Montgomery**

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BELLEVUE AREA TOURISM AND VISITORS BUREAU

HURON 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
FEBRUARY 10, 2004**