

MIDDLETOWN CONVENTION AND VISITORS BUREAU INC

BUTLER COUNTY

JANUARY 1, 2009 TO DECEMBER 31, 2009

**Independent Accountants' Report
On Applying Agreed-Upon Procedures**



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

We have performed the procedures enumerated below, which were agreed to by Middletown Convention and Visitors Bureau, Inc. and the Ohio Auditor of State solely to assist you with respect to the accounting records of Middletown Convention and Visitors Bureau, Inc. as of December 31, 2009. Middletown Convention and Visitors Bureau, Inc.'s management is responsible for the Company's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

Procedures with respect to revenue:

1. Confirm receipt of public funds with third party.

CSA confirmed revenue of \$120,000 with the City of Middletown, Ohio. The \$120,000 is the occupancy tax received by the Middletown Convention and Visitors Bureau, Inc.

We found no exceptions as a result of the procedures performed.

Procedures with respect to expenditures:

1. Obtain a detail listing of expenditures for the year ended December 31, 2009 and agree the total amount of expenditures to the general ledger.

CSA agreed the detail listing of expenditures to the total expenditures recorded on the general ledger.

We found no exceptions as a result of the procedures performed.

2. For each expenditure paid with public funds, review the supporting documentation, applicable bank statements and proper authorization for expenditure.

Grants paid	\$	60,000
Operating contract		<u>60,000</u>
Total expenditures paid for with public funds	\$	<u><u>120,000</u></u>

CERTIFIED PUBLIC ACCOUNTANTS

4705 Lake Forest Drive
Cincinnati, Ohio 45242
513/483.6699 Fax: 513.483.6690
800/378.8606



CSA agreed the grant payments to the Board of Directors' authorization for payment. Total expenditures for Middletown Convention & Visitors Bureau, Inc. for grants was \$60,000. At December 31, 2009 there was still one outstanding grant payment that had not cleared the bank. Per discussion with the acting executive director, this check was re-issued in February 2010 and a stop-payment request was processed through the local bank in March 2010 for the original check. With the exception of this one check, all other checks were traced to the bank statement noting they cleared in a reasonable amount of time, and all checks were dual signed by the acting executive director and the Board president.

Middletown Convention & Visitors Bureau, Inc. had an additional \$60,000 of public funds that were spent in accordance with an operating contract. CSA reviewed the operating contract and noted that the \$60,000 is to be paid quarterly by Middletown Convention & Visitors Bureau, Inc. CSA noted 4 checks were written in accordance with this contract for 2009. CSA reviewed the applicable bank statements and noted the checks cleared in a reasonable amount of time, and all checks were dual signed by the acting executive director and the Board president.

We noted the one exception of the check not clearing the bank in the testing of grant payments, as noted above.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion, on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Middletown Convention and Visitors Bureau, Inc. and the Ohio Auditor of State and not intended to be and should not be used by anyone other than those specified parties.



March 12, 2010



Mary Taylor, CPA
Auditor of State

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
AUGUST 19, 2010**