



Dave Yost • Auditor of State





# Dave Yost • Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors  
Lima/Allen County Convention and Visitors Bureau  
Allen County  
144 South Main Street, Suite 101  
Lima, Ohio 45801

We have performed the procedures enumerated below, to which the management of the Lima/Allen County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from City of Lima, Allen County, and the American, Bath and Perry Townships, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2010 and 2009. The Bureau is responsible for disbursing lodging taxes for allowable purposes. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the Bureau. 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.

### Cash Receipts

1. We confirmed with the City of Lima, Allen County, and the American, Bath and Perry Townships the lodging taxes it paid to the Bureau during the years ending December 31, 2010 and 2009. The City of Lima, Allen County, and the American, Bath and Perry Townships confirmed the following amounts:

<u>Year Ended</u>	<u>Amount</u>
December 31, 2010	\$638,627
December 31, 2009	\$597,211

2. We compared the amounts from step one to amounts recorded as lodging tax receipts on the Bureau's deposit reports. We found no exceptions.

### Cash Disbursements

1. We inquired of management regarding sources describing allowable purposes or restrictions related to the Bureau's disbursements of lodging taxes. We listed these sources and summarized significant related restrictions below:

#### Source of Restrictions

- a. The Bureau's Articles of Incorporation
- b. The Bureau's 501(c)(6) Tax Exemption
- c. Agreements with the City of Lima, Allen County, and American, Bath and Perry Townships.
- d. Ohio Rev. Code Section 5739.09(A)(2)
- e. The agreement between the Bureau and Allen County regarding the Civic Center operations and debt.

One First National Plaza, 130 W. Second St., Suite 2040, Dayton, Ohio 45402  
Phone: 937-285-6677 or 800-443-9274 Fax: 937-285-6688

[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

**Cash Disbursements (Continued)**

The Bureau's tax exemption prohibits it from disbursements supporting a candidate's election.

Ohio Rev. Code Section 5739.09(A)(2) restricts the Bureau to spending lodging tax "specifically for promotion, advertising, and marketing of the region in which the county is located ."

Auditor of State Bulletin 2003-005 deems any disbursement of public funds (e.g. lodging taxes) for alcohol to be improper.

2. We haphazardly selected forty disbursements of lodging taxes for the years ended December 31, 2010 and 2009 in addition to all disbursements that were greater than \$2,500 and compared the purpose for these disbursements as documented on vendor invoices or other supporting documentation to the sources of restrictions listed in *Cash Disbursements Step 1* above. We found no instances where the purpose described on the invoice or other supporting documentation described a violation the restrictions listed above.
3. We compared the salary per the employee contracts for 2010 and 2009 to the actual wages per the W-2 for full-time employees. The amounts agreed.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2010 and 2009, the objective of which would have been to opine on lodging tax receipts and disbursements. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the Bureau and is not intended to be, and should not be used by anyone else.



**Dave Yost**  
Auditor of State

June 9, 2011



# Dave Yost • Auditor of State

LIMA ALLEN COUNTY CONVENTION VISITORS BUREAU

ALLEN 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 5, 2011