

GALLIA COUNTY CONVENTION AND VISITORS BUREAU
GALLIA COUNTY

AGREED UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010





Dave Yost • Auditor of State

Members of the Board
Gallia County Convention and Visitor's Bureau
61 Court Street
Gallipolis, Ohio 45631

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Gallia County Convention and Visitor's Bureau, Gallia County, prepared by Millhuff-Stang, CPA, Inc., for the period January 1, 2010 through December 31, 2011. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code.

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 Gallia County Convention and Visitor's Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 3, 2012

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GALLIA COUNTY CONVENTION AND VISITORS BUREAU
GALLIA COUNTY

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Independent Accountants' Report on Applying Agreed-Upon Procedures

Members of the Board
Gallia County Convention and Visitors Bureau
61 Court Street
Gallipolis, Ohio 45631

We have performed the procedures enumerated below, to which the management of the Gallia County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Gallia County, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2011 and 2010. 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 Gallia County the lodging taxes it paid to the Bureau during the years ending December 31, 2011 and 2010. The county confirmed the following amounts:

<u>Year Ended</u>	<u>Amount</u>
December 31, 2011	\$125,168
December 31, 2010	135,825

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's cash receipts journal. 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:
 - a. The Bureau's Articles of Incorporation
 - b. The Bureau's 501(c)(4) Tax Exemption
 - c. The Bureau's Code of Regulations
 - d. Gallia County's Hotel Lodging Excise Tax Code of Regulations
 - e. Ohio Revised Code Section 5739.09(A)(2)
 - f. Auditor of State Bulletin 2003-005

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

Ohio Revised 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."

The Gallia County's Hotel Lodging Excise Tax Code of Regulations restricts the funds to be used to promote the purpose and premises of the tax throughout the entire County so that the hotel industry of the County generally may share as equitably as possible in the benefits to be derived from the promotion of such purposes and premises.

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 from the years ended December 31, 2011 and 2010 in addition to all disbursements exceeding \$1,000 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 of the restrictions listed above. We did note, however, that there were discrepancies between the dates of the actual check the date recorded in the check register for two of 135 disbursements tested. We also noted that receipts for travel and other miscellaneous office expenses totaling \$32.90 were not obtained prior to the payment of the Bureau's credit card monthly bills tested totaling \$5,789.83. We also noted there were two checks numbered 6896 in the system. From review of the bank statements one of those checks cleared as check number 6897.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2011 and 2010, 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.



Natalie Millhuff-Stang, CPA
President/Owner
Millhuff-Stang, CPA, Inc.

April 20, 2012



Dave Yost • Auditor of State

GALLIA COUNTY CVB

GALLIA 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 17, 2012**