



**MANSFIELD & RICHLAND COUNTY CONVENTION & VISITORS BUREAU
RICHLAND COUNTY**

AGREED UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2012-2011



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
Mansfield & Richland County Convention & Visitors Bureau
Richland County
124 North Main Street
Mansfield, Ohio 44902

We have performed the procedures enumerated below, to which the management of the Mansfield & Richland County Convention & Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Richland County and the City of Mansfield, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2012 and 2011. 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 summarized lodging taxes the Richland County Vendor Listing reported as payments to the Bureau during the years ending December 31, 2012 and 2011. The total reported disbursements were as follows:

<u>Year Ended</u>	<u>Amount</u>
December 31, 2012	\$433,924
December 31, 2011	416,610

We summarized lodging taxes the City of Mansfield's Accounts Payable by G/L Distribution Report reported as payments to the Bureau during the years ending December 31, 2012 and 2011. The total reported disbursements were as follows:

<u>Year Ended</u>	<u>Amount</u>
December 31, 2012	\$103,311
December 31, 2011	97,010

2. We compared the amounts from step 1. to amounts recorded as lodging tax receipts on the Bureau's statement of budget versus actual cash basis report. 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. Richland County, Ohio's Resolution dated June 16, 1987
- d. City of Mansfield's Resolution 05-269
- e. Ohio Rev. Code Section 5739.09(A)(2)

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

Richland County Resolution dated June 16, 1987 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code and stipulates the Convention and Visitors Bureau provide leadership in the development and promotion of festivals in Richland County.

Resolution 05-269 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

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 from the years ended December 31, 2012 and 2011 in addition to all disbursements exceeding \$10,000, 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 the restrictions listed above.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2012 and 2011, 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

April 10, 2013



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MANSFIELD AND RICHLAND CONVENTION AND VISITORS BUREAU

RICHLAND 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 9, 2013**