

**MEDINA COUNTY CONVENTION  
AND VISITORS BUREAU**

MEDINA COUNTY

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2012

Varney, Fink & Associates, Inc.  
Certified Public Accountants





# Dave Yost • Auditor of State

Board of Trustees  
Medina County Convention and Visitors Bureau  
32 Public Square  
Medina, Ohio 44256

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Medina County Convention and Visitors Bureau, Medina County, prepared by Varney, Fink & Associates, Inc., for the period January 1, 2012 through December 31, 2012. Based upon this review, we have accepted this report 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 Medina County Convention and Visitors 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

September 18, 2013

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

Board of Trustees  
Medina County Convention and Visitors Bureau  
Medina County  
32 Public Square  
Medina, Ohio 44256

We have performed the procedures enumerated below, to which the management of the Medina County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Medina County, and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the year ended December 31, 2012. 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 Medina County the lodging taxes it paid to the Bureau during the year ending December 31, 2012. The County confirmed the amount of \$310,041.95.
2. We compared the amount from step 1 to the amount 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:

**Source of Restrictions**

- a. The Bureau's Articles of Incorporation
- b. The Bureau's 501(c)(6) Tax Exemption
- c. Ohio Rev. Code Section 5739.09(A)(2)

The Bureau's Articles of Incorporation state that the purpose of the Bureau is to encourage and promote individuals, groups, gatherings and visitors to visit the County of Medina, Ohio; to provide information about Medina County to visitors; to support persons and entities which attract visitors to Medina County; to promote the County of

**Cash Disbursements (Continued)**

Medina; to foster the growth of travel to Medina county; to foster the growth of the tourism industry in Medina County by promoting visitor activity within the community; and to promote and develop awareness of community and cultural events for furthering these ends.

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 from the year ended December 31, 2012 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.

**Payables**

1. We obtained the general ledger and reviewed identified accounts payable at December 31, 2012 and reviewed disbursements above \$2,500 for the first two months after year end. Payables were properly recorded as such and we found no instances where payables above \$2,500 were not recorded properly.

**Payroll**

1. We agreed the payroll paid to Bureau employees (the Executive Director and Administrative Assistant) to rates authorized by the Trustees. Payroll taxes were recalculated to verify if correct and Individual Retirement Account contributions were verified to make sure the amount contributed was authorized. We found no exceptions.

We were not engaged to, and did not examine the Bureau's lodging tax receipts, disbursements, payables and payroll and related benefits for the year ended December 31, 2012, the objective of which would have been to opine on lodging tax receipts, disbursements, payables and payroll and related benefits. 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.

Medina County Convention and Visitors Bureau  
Medina County  
Independent Accountants' Report on Applying Agreed-Upon Procedures

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.

*Varney, Fink & Associates*

VARNEY, FINK & ASSOCIATES, INC.  
Certified Public Accountants

July 16, 2013

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# Dave Yost • Auditor of State

**MEDINA COUNTY VISITORS BUREAU**

**MEDINA 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  
OCTOBER 1, 2013**