



Dave Yost • Auditor of State





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

Board of Directors  
Tuscarawas County Convention and Visitors Bureau  
Tuscarawas County  
New Philadelphia, Ohio

We have performed the procedures enumerated below, to which the management of the Tuscarawas County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Tuscarawas 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 Tuscarawas County the lodging taxes it paid to the Bureau during the year ending December 31, 2012. The County confirmed the following amount:

Year Ended	Amount
December 31, 2012	\$504,730

2. We compared the amounts from step 1. to amounts recorded as lodging tax receipts on the Bureau's General Ledger. We noted during our testing that the Bureau presents revenues on the full-accrual basis of accounting. Therefore, the Bureau's General Ledger reported an amount of \$510,033. The Bureau's total lodging taxes was reconciled to the amount remitted by Tuscarawas County and no exceptions were noted.

### 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. Tuscarawas County Resolution 1015-2011
- d. Ohio Rev. Code Section 5739.09(A)(2)

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 selected all disbursements of lodging taxes from the year ended December 31, 2012 that were greater than \$3,000 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. However, upon review of the check register from which the disbursements were selected, we identified the following: duplicate check numbers, out of sequence checks, missing check sequences, invalid check numbers (e.g., 25175A) and check vendors identified as "miscellaneous" rather than as a specific vendor. As a result, we are unable to determine if the check register represented a complete listing of the Bureau's lodging tax expenditures for the year ended December 31, 2012.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the year ended December 31, 2012, 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 16, 2013



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**TUSCARAWAS COUNTY CONVENTION AND VISITORS BUREAU**

**TUSCARAWAS 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**