REGULAR AUDIT

FOR THE YEAR ENDED DECEMBER 31, 2014



Dave Yost • Auditor of State

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## Dave Yost • Auditor of State

## INDEPENDENT AUDITOR'S REPORT

The Greater Columbus Convention and Visitor's Bureau dba Experience Columbus Franklin County 277 West Nationwide Blvd Columbus, Ohio 43215

To the Board of Trustees:

## Report on the Financial Statements

We have audited the accompanying comparative financial statements of The Greater Columbus Convention and Visitor's Bureau, dba Experience Columbus, Franklin County, Ohio (the Organization), as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Organization's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our opinion.

88 East Broad Street, Tenth Floor, Columbus, Ohio 43215-3506 Phone: 614-466-3402 or 800-443-9275 www.ohioauditor.gov The Greater Columbus Convention and Visitor's Bureau dba Experience Columbus Franklin County Independent Auditor's Report Page 2

#### Opinion

In our opinion, the comparative financial statements referred to above present fairly, in all material respects, the financial position of The Greater Columbus Convention and Visitor's Bureau, dba Experience Columbus, Franklin County, Ohio as of December 31, 2014 and 2013, and the respective changes in financial position and cash flows for the years then ended in accordance with the accounting principles generally accepted in the United States of America.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 25, 2015, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

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Dave Yost Auditor of State Columbus, Ohio

February 25, 2015

## CONSOLIDATED STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2014 AND 2013

	2014	2013
ASSETS		
Current Assets	• • • • • • •	• • • • • • • • •
Cash and Cash Equivalents	\$ 2,805,471	\$ 2,694,372
Accounts Receivable	1,336,870	828,547
Prepaid Expenses and Deposits	329,273	239,324
Total Current Assets	4,471,614	3,762,243
Noncurrent Assets		
Property and Equipment, Net	382,358	191,476
TOTAL ASSETS	4,853,972	3,953,719
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts Payable	785,986	463,202
Accrued Expenses	396,141	323,666
Deferred Revenue	531,842	84,520
Deferred Rent	-	13,828
TOTAL LIABILITIES	1,713,969	885,216
NET ASSETS		
Unrestricted:		
Property and Equipment Reserve	65,974	65,974
Undesignated	3,074,029	3,002,529
TOTAL NET ASSETS	3,140,003	3,068,503
TOTAL LIABILITIES AND NET ASSETS	\$ 4,853,972	\$ 3,953,719

The notes to the consolidated financial statements are an integral part of this statement.

## CONSOLIDATED STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

CHANGE IN UNRESTRICTED NET ASSETS:	2014	2013
REVENUES AND OTHER SUPPORT		
Columbus Bed Tax	\$ 8,207,722	\$ 7,140,913
Contributions	695,181	619,215
Program Revenue	1,454,828	624,104
Promotional Revenue, Franklin County	1,875,000	1,250,000
Contributed Services	298,835	292,958
Publication Revenue	481,192	483,547
Sports Marketing	806,410	818,675
Other Income	73,372	40,576
Total Unrestricted Revenue and Other Support	13,892,540	11,269,988
EXPENSES		
Convention Marketing	6,777,230	5,134,788
Tourism Marketing	2,289,020	2,108,015
Communication and Public Relations	931,334	867,914
Sports Marketing	1,256,006	661,054
Management and General	2,567,450	2,292,708
Total Expenses	13,821,040	11,064,479
CHANGE IN NET ASSETS	71,500	205,509
NET ASSETS, BEGINNING OF YEAR	3,068,503	2,862,994
NET ASSETS, END OF YEAR	\$ 3,140,003	\$ 3,068,503

The notes to the consolidated financial statements are an integral part of this statement.

## CONSOLIDATED STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

	2014	2013
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 71,500	\$ 205,509
Adjustments to reconcile net assets to net cash provided by operating activities:	• )	· · · · · · · · ·
Depreciation	161,920	151,881
Loss on Disposal of Property and Equipment	6,521	474
Changes in Assets and Liabilities:		
(Increase) in Accounts Receivable	(508,323)	(273,315)
(Increase) in Prepaid Expenses and Deposits	(89,949)	(18,682)
Increase in Accounts Payable	322,784	139,702
Increase/(Decrease) in Accrued Expenses	72,475	(208,557)
Increase in Deferred Revenue	447,322	39,180
(Decrease) in Deferred Rent	(13,828)	(10,456)
NET CASH PROVIDED BY OPERATING ACTIVITIES	470,421	25,736
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchase of Property and Equipment	(359,322)	(71,721)
NET CASH USED IN CAPITAL AND RELATED FINANCING ACTIVITIES	(359,322)	(71,721)
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	111,099	(45,985)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	2,694,372	2,740,357
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 2,805,471	\$ 2,694,372

The notes to the consolidated financial statements are an integral part of this statement.

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#### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2014

#### 1. Nature of Organization and Significant Accounting Policies

**Nature of organization:** The Greater Columbus Convention & Visitors Bureau, dba Experience Columbus ("the Organization") is the official destination marketing organization for Greater Columbus. The Organization established the Experience Columbus Foundation to further promote its mission. The Organization is the sole member of the Experience Columbus Foundation. The activity of the Experience Columbus Foundation is consolidated into the Organization's financial statements.

The Greater Columbus Sports Commission operates within Experience Columbus and was organized to promote, attract, and service sporting events for Greater Columbus. The Greater Columbus Sports Commission established The Greater Columbus Sports Foundation ("Sports Foundation") to further promote its mission. The Organization is the sole member of the Sports Foundation. The activity of the Sports Foundation is consolidated into the Organization's financial statements.

**Basis of presentation**: The financial statements have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP).

**Consolidation:** The consolidated financial statements include the accounts of the Organization, the Experience Columbus Foundation, and the Sports Foundation. All significant intercompany balances and transactions have been eliminated in the consolidated financial statements.

**Use of estimates:** The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Financial statement presentation:** The Organization reports information regarding its financial position and activities according to the following three classes:

• Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations.

Property and Equipment Reserve – Represents the amount designated by the Organization's Board to cover the replacement or repair of the Organization's property and equipment.

- Temporarily restricted net assets Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization or the passage of time. As of December 31, 2014 and 2013, there were no temporarily restricted net assets.
- Permanently restricted net assets Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. As of December 31, 2014 and 2013, there were no permanently restricted net assets.

**Cash and cash equivalents:** For purposes of the Statement of Cash Flows, cash and cash equivalents represents cash on hand, demand deposits held by banks and short-term investments having an initial maturity of three months or less.

**Investments:** Investments consist of certificates of deposit or securities with maturities greater than three months when purchased. Investments are carried at cost. The Organization has no investments as of December 31, 2014 and 2013.

#### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2014 (Continued)

#### 1. Nature of Organization and Significant Accounting Policies (Continued)

**Accounts receivable:** The Organization grants credit to its members for participation in various functions. The Organization uses the allowance method to recognize potentially uncollectible accounts. The allowance is provided based on management's estimation of the collectability of the accounts receivable as of December 31, 2014 and 2013. The estimation takes into consideration historical trends, past history with specific customers, and current economic conditions. Actual results could vary from the estimate. Accounts are charged against the allowance when management deems them to not be collectible. Interest is not charged by the Organization on past due accounts. Due to management's belief that all accounts are collectible as of December 31, 2014 and 2013, no allowance has been recorded.

**Property and equipment:** Property and equipment are recorded at cost, less accumulated depreciation. Provisions for depreciation are computed under the straight-line method based upon the estimated useful lives of the assets, which range from 3 to 10 years. Leasehold improvements are amortized over the lesser of the lease term or the estimated useful life of the asset. Depreciation expense was \$161,920 and \$151,881 for 2014 and 2013, respectively. Property and equipment that are donated are recorded at their fair value on the date of receipt. Major renewals and betterments over \$500 are capitalized and depreciated. Maintenance and repairs, which do not improve or extend the life of the respective assets, are charged to expense as incurred. Upon disposal of assets, the cost and related accumulated depreciation are removed from the accounts and any gain or loss is included in income.

**Contributions:** Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions.

**Contributed services and materials:** The Organization receives support from its members and the community in the form of publications, meeting facilities, lodging, meals, and transportation. The estimated fair value of these services is reported as income and expense in the period in which the services are rendered and materials are donated.

**Promotion, publication and program revenue:** The Organization obtains promotional support from the City of Columbus and Franklin County to promote Greater Columbus. The Organization receives support from member and community attendance at programs and special events. The Organization also receives support to assist in reducing the costs of certain publications and the costs associated with attending trade shows and conventions.

**Income taxes**: The Organization is exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code and applicable state law, except for taxes pertaining to unrelated business income, if any. The Greater Columbus Sports Foundation and the Experience Columbus Foundation are exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law, except for taxes pertaining to unrelated business income, if any.

#### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2014 (Continued)

## 1. Nature of Organization and Significant Accounting Policies (Continued)

The Organization follows Financial Accounting Standards Board (FASB) guidance on accounting for uncertainty in income taxes, which addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods. At December 31, 2014 and 2013, there were no unrecognized tax benefits identified or recorded as liabilities. The Organization files forms 990 and 990T in the U.S. federal jurisdiction and the State of Ohio. With few exceptions, the Organization is no longer subject to examination by the Internal Revenue Service for years before 2010.

**Advertising expense:** The Organization expenses advertising costs as incurred. Advertising expenses were \$1,419,931 and \$1,455,850 for 2014 and 2013, respectively.

**Rent expense:** Rental expense for leases that contain a predetermined fixed escalation of minimum rent is recognized on a straight-line basis over the lease term. The difference between the recognized rental expense and the amounts payable under the lease is recorded as deferred rent on the accompanying Statement of Financial Position. Deferred rent was \$0 and \$13,828 for 2014 and 2013, respectively.

**Functional allocation of expense:** The costs of providing programs and activities have been summarized on a functional basis on the Statement of Activities. Accordingly, certain costs have been allocated among the programs and activities benefited.

### 2. Property and Equipment

Property and equipment consisted of the following at December 31:

	2014		2013	
Office furniture and equipment	\$	565,358	\$	542,324
Computer equipment		520,409		601,701
Leasehold improvements		242,615		304,725
Total property and equipment being depreciated		1,328,382		1,448,750
Less: accumulated depreciation		(946,024)		(1,257,274)
Property and equipment, Net	\$	382,358	\$	191,476

#### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2014 (Continued)

## 3. Line of Credit

The Organization has a \$500,000 line of credit with a bank. Interest is payable monthly at the daily LIBOR rate plus 2.70%. The agreement is renewed annually and expires in November 2015. The Organization did not have an outstanding balance at December 31, 2014 or 2013.

#### 4. Contributed Services Income

Contributed services are as follows:

	<u>2014</u>	<u>2013</u>
Convention marketing	Ф 4 4 О <b>Г</b> 4	¢ 00 004
Travel, lodging, meals and incidentals	\$ 14,654	\$ 22,961
Production costs	79,444	47,000
Facility fees	18,000	18,000
Food and Beverage fees	29,075	27,251
Event promotional supplies	-	6,000
<b>-</b>	141,173	121,212
Tourism marketing	10.000	(0.000
Visitors center - rent	18,000	18,000
Sports marketing		
Direct marketing/Advertising	50,000	50,000
Production costs	35,205	24,777
Facility fees	3,152	,
Food and Beverage fees	180	-
Event promotional supplies	-	7,771
Travel, lodging, meals and incidentals	11,750	1,800
	100,287	84,348
Communications and public relations	,	,
Travel, lodging, meals and incidentals	555	467
Facility fees	21,250	26,800
Food and Beverage fees	11,275	33,313
Event promotional supplies	-	445
Event promotional tickets	165	905
Other program costs	120	1,458
	33,365	63,388
Management and general		
Vanlease	6,010	6,010
Total	\$ <u>298,835</u>	\$ <u>292,958</u>

#### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2014 (Continued)

#### 5. Retirement Plan/Disability Plan

The Organization has a 401(k) retirement plan that covers all eligible employees. Eligible employees may elect to defer a portion of their annual wages as a contribution to the plan. The Organization contributes, on behalf of each eligible participant, a discretionary matching contribution equal to 100% of salary reductions up to 3% of compensation, then 50% of salary reductions up to the next 3% of compensation. The Organization also contributes 5% of each participating individual's compensation to the plan. The Organization may make additional contributions to the Plan at the discretion of the Board of Trustees. Expenses related to this plan were \$296,789 and \$264,023 in 2014 and 2013, respectively.

The Organization also has a self-funded disability plan providing for benefits if an employee is unable to work for medical reasons. The Plan provides benefits of 66% of the employee's current salary for the period of disability, not to exceed eight weeks. Disability payments of \$4,163 and \$10,237 were paid in 2014 and 2013, respectively.

### 6. Lease Commitments

The Organization leases three facilities under operating leases expiring at various dates through 2021. Two of these leases were in operation in 2013 and were renewed during 2014. The third lease was entered into during 2014 for Sports Commission facilities. Rent expense was \$508,773 and \$494,369 in 2014 and 2013, respectively.

The future minimum lease payments at December 31, 2014 are as follows:

2015	\$351,118
2016	345,909
2017	355,793
2018	355,793
2019	356,917
2020-2021	<u>703,033</u>
Total	\$2,468,563

#### 7. Risk Management

The Organization is subjected to certain types of risk in the performance of its normal functions. They include risks the Organization might be subjected to by its employees in the performance of their normal duties. The Organization manages these types of risks through commercial insurance. The amount of settlements has not exceeded insurance coverage for any of the past three years. There has not been a significant reduction of coverage since the prior year in any of the major categories of risk.

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#### INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

The Greater Columbus Convention and Visitor's Bureau dba Experience Columbus Franklin County 277 West Nationwide Blvd Columbus, Ohio 43215

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the comparative financial statements of The Greater Columbus Convention and Visitor's Bureau, dba Experience Columbus, Franklin County, Ohio (the Organization) as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the Organization's consolidated financial statements and have issued our report thereon dated February 25, 2015.

### Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Organization's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Organization's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

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#### **Compliance and Other Matters**

As part of reasonably assuring whether the Organization's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or other matters we must report under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2014-001.

#### **Organization's Response to Findings**

The Organization's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the Organization's response and, accordingly, we express no opinion on it.

### Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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Dave Yost Auditor of State Columbus, Ohio

February 25, 2015

#### SCHEDULE OF FINDINGS DECEMBER 31, 2014

#### FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

### Finding 2014-001

#### Alcohol Purchase – Noncompliance / Finding for Recovery – Repaid Under Audit

State ex rel. McClure v. Hagerman, 155 Ohio St. 320 (1951), provides that expenditures made by a governmental unit should serve a public purpose. Typically the determination of what constitutes a "proper public purpose" rests with the judgment of the governmental entity, unless such determination is arbitrary or unreasonable. Even if a purchase is reasonable, Ohio Attorney General Opinion 82-006 indicates that it must be memorialized by a duly enacted ordinance or resolution and may have a prospective effect only. Auditor of State Bulletin 2003-005 Expenditure of Public Funds/Proper "Public Purpose" states that the Auditor of State's Office will only question expenditures where the legislative determination of a public purpose is manifestly arbitrary and incorrect. The Bulletin further states that the Auditor of State's Office does not view the expenditure of public funds for alcoholic beverages as a proper public purpose and will issue findings for recovery for such expenditures as manifestly arbitrary and incorrect.

The Organization has an agreement with the City of Columbus, whereby certain expenditures made by the Organization to The DeMora Group, a consulting firm, will be reimbursed by the City of Columbus in an effort to bring the Democratic National Convention to the City of Columbus, which includes costs for entertainment.

The Organization reimbursed expenses incurred by The DeMora Group, which included a total of \$345 in purchases made for alcoholic beverages from the Organization's public funds bank account. The Organization would only have been permitted to make these purchases using its private funds bank account composed of non-public money derived from non-governmental sources. However, the Organization invoices the City of Columbus for these costs, without providing detail to the City of Columbus that alcohol charges were included within the invoice.

Check		Total	Alcohol Plus
Number	Date	Reimbursement	Associated Tax/Tip
75196	6/26/2014	\$86	\$19
75436	8/12/2014	\$17,841	<u>\$326</u>
			\$345

The \$345 reimbursement was for receipts which included alcoholic purchases. Purchases of alcohol have been determined not to be a "proper public purpose" as described in Auditor of State Bulletin 2003-005.

Under Ohio law, any public official who either authorizes an illegal expenditure of public funds or supervises the accounts of a public office from which such illegal expenditure is made is strictly liable for the amount of such expenditure. <u>Seward v. National Surety Co.</u>, 120 Ohio St. 47 (1929); 1980 Op. Att'y Gen. No. 80-074: Ohio Rev. Code Section 9.39; <u>State, ex.rel. Village of Linndale v. Masten</u>, 18 Ohio St. 3d 228 (1985).

#### SCHEDULE OF FINDINGS DECEMBER 31, 2014 (Continued)

## FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

#### Finding 2014-001 (Continued)

#### Alcohol Purchase – Noncompliance / Finding for Recovery – Repaid Under Audit (Continued)

In accordance with the foregoing facts and pursuant to Ohio Revised Code Section 117.28, a Finding for Recovery for public monies illegal expended was issued against the Organization's private bank account in the amount of \$345 in favor of the City of Columbus's General Fund. However, on April 10, 2015, the Organization's private bank account repaid \$345 to the City of Columbus.

**Official's Response:** We acknowledge the finding of the amount in question. We have reimbursed the City of Columbus in the amount of \$345.



# Dave Yost • Auditor of State

**GREATER COLUMBUS VISITORS AND CONVENTION BUREAU** 

FRANKLIN 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 Babbett

**CLERK OF THE BUREAU** 

CERTIFIED MAY 7, 2015

> 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506 Phone: 614-466-4514 or 800-282-0370 Fax: 614-466-4490 www.ohioauditor.gov