

**GREATER HAMILTON CONVENTION AND  
VISITORS' BUREAU OF BUTLER COUNTY  
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS AND  
CASH BALANCES  
DECEMBER 31, 2001 AND 2000  
TOGETHER WITH  
AUDITOR'S REPORT**





STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Board of Trustees  
Greater Hamilton Convention and Visitors' Bureau of Butler County  
Hamilton, OH 45011

We have reviewed the Independent Auditor's Report of the Greater Hamilton Convention and Visitors' Bureau of Butler County, prepared by Stephenson and Warner, Inc., for the audit period January 1, 2000 through December 31, 2001. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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 Greater Hamilton Convention and Visitors' Bureau of Butler County is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO  
Auditor of State

September 5, 2002

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**GREATER HAMILTON CONVENTION AND VISITORS'  
BUREAU OF BUTLER COUNTY**

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**STEPHENSON AND WARNER, INC.**  
*Certified Public Accountants*

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(513) 523-6664

**Members of:**

A.I.C.P.A.  
O.S.C.P.A.

**Independent Auditor's Report**

To Board of Trustees of  
Greater Hamilton Convention and Visitors' Bureau of Butler County  
Hamilton, Ohio

We have audited the accompanying statements of cash receipts and disbursements and cash balances arising from cash transactions of Greater Hamilton Convention and Visitors' Bureau of Butler County for the years ended December 31, 2001 and 2000. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash receipts and disbursements arising from cash transactions of Greater Hamilton Convention and Visitors' Bureau of Butler County for the years ended December 31, 2001 and 2000, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 24, 2002 on our consideration of Greater Hamilton Convention and Visitors' Bureau of Butler County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

**STEPHENSON AND WARNER, INC.**  
Certified Public Accountants

July 24, 2002

**GREATER HAMILTON CONVENTION AND VISITORS' BUREAU  
OF BUTLER COUNTY  
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS AND CASH BALANCES  
FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000**

	<u>2001</u>	<u>2000</u>
Cash receipts		
Lodgers' tax	\$ 72,423	\$ 98,993
Grants	8,000	-
Advertising	-	6,487
Interest income	<u>805</u>	<u>300</u>
Total cash receipts	81,228	105,780
Cash disbursements		
Compensation	43,375	39,909
Marketing and advertising	27,169	16,019
Payroll related taxes	11,487	8,481
Printing and office supplies	5,272	5,477
Telephone	3,387	3,267
Training	3,241	4,547
Postage	3,125	3,174
Auto mileage, meetings and conferences	2,001	2,510
Visitors' guide	2,000	-
Health insurance	1,802	1,608
Dues and subscriptions	1,655	2,061
Business promotion	1,362	1,468
Equipment leasing	788	3,409
Accounting fees	599	2,472
Utilities	569	440
Interest and bank charges	17	19
Repairs and maintenance	<u>-</u>	<u>692</u>
Total cash disbursements	<u>107,849</u>	<u>95,553</u>
Increase (decrease) in cash	(26,621)	10,227
Cash, beginning of year	<u>45,539</u>	<u>35,312</u>
Cash, end of year	<u>\$ 18,918</u>	<u>\$ 45,539</u>

**The accompanying notes to financial statements  
are an integral part of these statements.**



**GREATER HAMILTON CONVENTION AND VISITORS'  
BUREAU OF BUTLER COUNTY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000**

**Nature of Operations** - Greater Hamilton Convention and Visitors' Bureau of Butler County, the Organization, is a not-for-profit organization, incorporated in Ohio. The Organization provides various services to promote convention and visitor business in Hamilton, Butler County, Ohio.

**Note 1 - Summary of Significant Accounting Policies**

**Basis of Accounting** – The Organization's Statements of Cash Receipts and Disbursements and Cash Balances was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The cash basis of accounting records cash receipts and cash disbursements. Cash receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Accordingly, the accompanying Statements of Cash Receipts and Disbursements and Cash Balances is not intended to present the financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

**Income Taxes** – The Organization is exempt from federal income tax under Section 501(c)(6) of the Internal Revenue Code.

**Note 1 - Cash**

The Organization has an interest bearing checking account.

**Note 2 – Account Receivable / Agreement**

The Organization entered into an agreement with the Tri-State Auto Racer Club (Club) and the Hamilton Community Foundation (Foundation) in which the Foundation would give \$8,000 to the Organization and the Organization would in turn give the Club \$12,000 of which \$4,000 is to be repaid to the Organization. The repayment will be made in September 2002 when the Club holds its World Wide competition. The funds given to the Club are to be used for renovations to the race facility. The agreement requires the Club to use hotel facilities in Hamilton, Ohio as its headquarters for all racing events and to change its name to Hamilton, Ohio Auto Raceway. The agreement is for 10 years beginning in July 2001.

**Note 3 – Lease Obligations**

The Organization leased a photocopier machine from April 1998 to March 2001. The Organization purchased the photocopier for \$1 at the conclusion of the lease.

The Organization leases office space at the Hamiltonian Hotel. The lease term is month to month. The annual rental is \$1. The Organization is responsible for its share of the utilities and maintenance. The Organization is required to maintain adequate public liability and property damage insurance.

**Note 4 - Concentration of Risk**

The Organization receives substantial revenue from the lodgers' tax, which is allocated by the City of Hamilton. The Organization conducts all of its business in the Hamilton, Butler County geographic area.

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**Report on Compliance and on Internal Control Over Financial Reporting  
Based on An Audit of Financial Statements Performed In Accordance  
With *Government Auditing Standards***

To Board of Trustees of  
Greater Hamilton Convention and Visitors' Bureau of Butler County  
Hamilton, Ohio

We have audited the statements of cash receipts and disbursements and cash balances of Greater Hamilton Convention and Visitors' Bureau of Butler County as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated July 24, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Compliance***

As part of obtaining reasonable assurance about whether Greater Hamilton Convention and Visitors' Bureau of Butler County's statements of cash receipts and disbursements and cash balances are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such as opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

***Internal Control Over Financial Reporting***

In planning and performing our audit, we considered Greater Hamilton Convention and Visitors' Bureau of Butler County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the statements of cash receipts and disbursements and cash balances and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

**STEPHENSON AND WARNER, INC.**

*Certified Public Accountants*

However, we noted other matters involving the internal control over financial reporting and other management considerations that we have reported to management of Greater Hamilton Convention and Visitors' Bureau of Butler County in a separate letter dated July 24, 2002.

This report is intended for the information of the Board of Trustees, management, City of Hamilton, and the Auditor of the State of Ohio and is not intended to be and should not be used by anyone other than these specified parties.

**STEPHENSON AND WARNER, INC.**

Certified Public Accountants

July 24, 2002





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**GREATER HAMILTON CONVENTION AND VISITORS BUREAU OF BUTLER COUNTY**

**BUTLER 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  
SEPTEMBER 19, 2002**