



**FAIRFIELD COUNTY VISITORS AND CONVENTION BUREAU
FAIRFIELD COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2019-2018

OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street, 5th Floor
Columbus, Ohio 43215-3506
(614) 466-3402 or (800) 443-9275
CentralRegion@ohioauditor.gov

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Fairfield County Visitors and Convention Bureau
Fairfield County
158 W. Wheeling Street
Lancaster, OH 43130

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Fairfield County Visitor and Convention Bureau (the Bureau), on the receipts, disbursements and balances recorded in the Bureaus cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Bureau. The Bureau is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Bureau. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. 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.

This report only describes exceptions exceeding \$10.

Cash

1. We recalculated the December 31, 2019 and December 31, 2018 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2018 beginning fund balances recorded in the General Ledger Report to the December 31, 2017 bank reconciliation balances in the prior year Agreed Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2019 beginning fund balances recorded in the General Ledger Report to the December 31, 2018 balances in the General Ledger Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2019 and 2018 fund cash balances reported in the General Ledger Report. The amounts agreed.
4. We confirmed the December 31, 2019 bank account balances with the Bureau's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2019 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2019 bank reconciliation:
 - a. We traced each debit to the subsequent January Fairfield National bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. There were no exceptions.

Cash Receipts

1. We confirmed with the City of Lancaster and Fairfield County the lodging taxes it paid to the Bureau during the years ending December 31, 2019 and 2018. The City of Lancaster and Fairfield County confirmed the following amounts:

Year Ended	Amount
December 31, 2019	\$448,029.88
December 31, 2018	\$464,129.71

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Account Quick 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. City of Lancaster's Ordinance 19-94
- d. Ohio Rev. Code Section 5739.09(J)
- e. The Bureau's By-Laws and Constitution
- f. Fairfield County, Ohio Resolution 7-17-81
- g. Contractual Agreement dated 1-29-85 between the County, Fairfield County Chamber of Commerce and the Bureau
- h. Auditor of State of Ohio (AOS) Bulletin 2003-005

The Bureau's Articles of Incorporation prohibits its facilities and activities to be used for political purpose, to benefit any trustee, board members, employee, or person with private interest in the Bureau, to be used to carry on propaganda or influence legislation, and for political campaign purposes.

The Bureau's 501(c)(6) tax exemption prohibits it from disbursements supporting a candidate's election.

The City of Lancaster's Ordinance Number 19-94 dated 5-9-94, permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

Ohio Rev. Code Section 5739.09(J) restricts the Bureau to spending lodging tax "specifically for promotion, advertising, and marketing of the region in which the county is located."

The Bureau's By-Laws and Constitution outlines the purpose that the Bureau was formed, and goals and objectives that must be carried on and promoted by the Bureau. It restricts governance by IRC 501(c)(6) and prohibits any product or service over \$1,000 to be purchased from a Trustee without two (2) competing bids.

Fairfield County Resolution 7-17-81 permits the Bureau to spend lodging taxes only as prescribed in the Ohio Revised Code.

Contractual Agreement dated 1-29-85 restricts monies for the purpose of fostering and promoting tourism, visitors and conventions within Fairfield County, Ohio in accordance with the Bylaws established.

Auditor of State Bulletin 2003-005 deems any disbursement of public funds (e.g. lodging taxes) for alcohol to be improper.

2. We selected 10 disbursements of lodging taxes from the Expense Ledger Transaction Report for the year ended December 31, 2019 and 10 disbursements from 2018 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.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not examine or review the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2019 and 2018, the objective of which would have been to opine on lodging tax receipts and disbursements or provide a conclusion. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is to provide assistance in the evaluation of the Bureau's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2019 and 2018, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

June 11, 2020

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OHIO AUDITOR OF STATE KEITH FABER



FAIRFIELD COUNTY VISITORS AND CONVENTION BUREAU

FAIRFIELD 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
JULY 7, 2020**