



**BOWLING GREEN CONVENTION AND VISITORS BUREAU
WOOD COUNTY**

FINAL AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2020



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Bowling Green Convention and Visitors Bureau
Wood County
217 South Church Street
Bowling Green, Ohio 43402

We have performed the procedures enumerated below on Bowling Green Convention and Visitor Bureau, Wood County, Ohio's (the Bureau) receipts, disbursements and balances recorded in the cash basis accounting records for the year ended December 31, 2020 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 year ended December 31, 2020 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Bureau.

The Board of Trustees and the management of the Bureau have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Bureau's receipts, disbursements and balances recorded in their cash-basis accounting records for the year ended December 31, 2020, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash

1. We recalculated the December 31, 2020 bank reconciliation. We found no exceptions.
2. We agreed the January 1, 2020 beginning fund balances recorded in the Check Register to the December 31, 2019 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the 2020 bank reconciliation as of December 31, 2020 to the total fund cash balances reported in the Check Register. The amounts agreed.
4. We confirmed the December 31, 2020 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, 2020 bank reconciliation without exception.

5. We selected all reconciling debits (such as outstanding checks) from the December 31, 2020 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.

Cash Receipts

1. We summarized lodging taxes the City of Bowling Green's Expense Ledger Detail Listing reported as payments to the Bureau during the year ending December 31, 2020. The total reported disbursements were as follows:

Year Ended	Amount
December 31, 2020	\$105,245

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Check Register. 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. The Bureau's Code of Regulations
- d. Agreement between the Bureau and the City of Bowling Green
- e. Auditor of State bulletin 2003-005

The Bureau's tax exemption prohibits it from disbursements supporting a candidate's election.

Auditor of State Bulletin 2003-005 concludes that disbursement of public funds (e.g. lodging taxes) for alcohol are generally improper. However, Auditor of State Bulletin 2014-003 explains when sales of alcohol at public events are permissible.

2. We selected 10 disbursements of lodging taxes from the Check Register for the year ended December 31, 2020 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.

Closeout of Operations

We inspected the Board's approval to dissolve the Bureau and documented the effective date of the dissolution as December 31, 2020. We found no exceptions.

Cash

1. We confirmed and agreed the bank balance listed on the Bureau's reconciliation with the Bureau's depository as of the date of dissolution. We found no exceptions.

2. We observed the check written on March 24, 2021 to the Bowling Green Chamber of Commerce DBA Visit BG Ohio from the Bureau reducing the bank balance to \$0. We agreed the fund balances of the Bureau to the appropriate fund posting in the Bowling Green Chamber of Commerce DBA Visit BG Ohio's Check Register Report.

We were engaged by the Bureau to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement of the Bureau's lodging tax receipts and disbursements for the year ended December 31, 2020, 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.

We are required to be independent of the Bureau and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

December 22, 2022

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OHIO AUDITOR OF STATE KEITH FABER



BOWLING GREEN CONVENTION AND VISITORS BUREAU

WOOD COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 1/10/2023

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