



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Greater Springfield Convention and Visitors Bureau  
Clark County  
20 South Limestone Street, Suite 100  
Springfield, Ohio 45502

We have performed the procedures enumerated below on the Greater Springfield Convention & Visitors Bureau's (the Bureau) receipts, disbursements and balances recorded in the cash basis accounting records for the year ended December 31, 2023 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, 2023 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, 2023, 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, 2023 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2023 beginning fund balances recorded in the Trial Balance Report to the December 31, 2022 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the 2023 bank reconciliations as of December 31, 2023 to the total fund cash balances reported in the Trial Balance Report. We found one exception where the Events reconciliation register balance did not agree to the Trial Balance Report with an \$18,750 variance. The variance is due to an inadvertent double entry of an outstanding check.
4. We confirmed the December 31, 2023 bank account balances with the Bureau's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliations without exception.

**Cash (Continued)**

5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:
  - a. We traced each debit to the subsequent January and April bank statements. We found no exceptions.
  - b. We traced the amounts and dates to the General Ledger and determined the debits were dated prior to December 31. We found no exceptions.
6. We traced interbank account transfers occurring in December of 2023 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.

**Cash Receipts**

1. We confirmed with the City of Springfield, Moorefield Township, and Springfield Township the lodging taxes it paid to the Bureau during the year ending December 31, 2023. The City of Springfield and Moorefield and Springfield Townships confirmed the following amounts:

<b>Year Ended</b>	<b>Amount</b>
December 31, 2023	\$566,527

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's General Ledger. 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 Code of Regulations
- c. The Bureau's 501(c)(6) Tax Exemption
- d. The Agreement, dated December 20, 2022, between the Bureau and the City of Springfield
- e. The Agreements, dated January 1, 2023, between the Bureau and Springfield Township and Moorefield Township

The Bureau's Articles of Incorporation and tax exemption prohibits it from disbursements supporting a candidate's election.

The Bureau's Code of Regulations and the agreements between the Bureau and the City of Springfield, dated December 20, 2022, and the agreements between the Bureau and Moorefield and Springfield Townships, dated January 1, 2023, permit the Bureau to spend lodging taxes only for the maintenance and staffing of the Bureau's operations for the purpose of destination marketing to benefit the Springfield – Clark County area and any activities that would assist in this purpose.

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.

**Cash Disbursements (Continued)**

We selected 10 disbursements of lodging taxes from the General Ledger for the year ended December 31, 2023 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 of the restrictions listed above.

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 years ended December 31, 2023 and 2022, 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

August 27, 2024

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# OHIO AUDITOR OF STATE KEITH FABER



**GREATER SPRINGFIELD CONVENTION AND VISITORS BUREAU**

**CLARK 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 9/17/2024**

65 East State Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)