

**DELAWARE COUNTY CONVENTION AND VISITORS  
BUREAU, INC.**

**DELAWARE COUNTY, OHIO**

**AGREED-UPON PROCEDURES**

**For the Year Ended December 31, 2024**





# OHIO AUDITOR OF STATE KEITH FABER



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Columbus, Ohio 43215  
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800-282-0370

Board of Trustees  
Delaware County Convention and Visitors Bureau  
PO Box 350  
Delaware, Ohio 43015

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Delaware County Convention and Visitors Bureau, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2024 through December 31, 2024. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

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 Delaware County Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

KEITH FABER  
Ohio Auditor of State

Tiffany L. Ridenbaugh, CPA, CFE, CGFM  
Chief Deputy Auditor

August 20, 2025

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**DELAWARE COUNTY CONVENTION AND VISITORS BUREAU, INC.**  
**DELAWARE COUNTY, OHIO**  
**Agreed-Upon Procedures**  
**For the Year Ended December 31, 2024**

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

Delaware County Convention and Visitors Bureau  
Delaware County  
PO Box 350  
Delaware, Ohio 43015

We have performed the procedures enumerated below on the Delaware County Convention & Visitors Bureau's, Delaware County (the Bureau) receipts, disbursements and balances recorded in the cash basis accounting records for the year ended December 31, 2024 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, 2024 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, 2024, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. 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, 2024 bank reconciliation. We found no exceptions.
2. We agreed the January 1, 2024 beginning fund balance recorded in the General Ledger to the December 31, 2023 balance in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the 2024 total per the bank reconciliation to the total of the December 31, 2024 fund cash reported in the General Ledger. The amount agreed.
4. We confirmed the December 31, 2024 bank account balance with the Bureau's financial institution. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the December 31, 2024 bank reconciliation without exception.

5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2024 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.
6. We selected the only reconciling credit (such as deposits in transit) from the December 31, 2024 bank reconciliation:
  - a. We traced the credit to the subsequent January bank statement. We found no exceptions.
  - b. We agreed the credit amount to the General Ledger and determined it was dated prior to December 31. We found no exceptions.
7. We inspected investments held at December 31, 2024 to determine that they were of a type authorized by the CVB. We found no exceptions.

### **Cash Receipts**

1. We summarized lodging taxes the Delaware County's Vendor Report reported as payments to the Bureau during the year ending December 31, 2024. The total reported disbursements were as follows:

<b>Year Ended</b>	<b>Amount</b>
December 31, 2024	\$368,344.09

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's General Ledger 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. Delaware County Excise Tax on Lodging of Transit Guests, Code of Regulations
- d. Ohio Rev. Code § 5739.092

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

Ohio Rev. Code § 5739.092 restricts the Bureau to spending lodging tax "specifically for promotion, advertising, and marketing of the region in which the county is located."

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 Detail Report for the year ended December 31, 2024 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.

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Delaware County  
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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, 2024, 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.

*Charles E. Harris & Associates*

Charles E. Harris & Associates, Inc.  
June 25, 2025

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# OHIO AUDITOR OF STATE KEITH FABER



DELAWARE COUNTY CONVENTION AND VISITORS BUREAU

DELAWARE 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 9/2/2025

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)