

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

**FINANCIAL STATEMENT  
(AUDITED)**

**FOR THE YEAR ENDED  
DECEMBER 31, 2017**





# Dave Yost • Auditor of State

Board of Trustees  
Delaware County Convention & Visitors Bureau  
34 S. Sandusky Street  
Delaware, Ohio 43015

We have reviewed the *Independent Auditors' Report* of the Delaware County Convention & Visitors Bureau, Delaware County, prepared by Julian & Grube, Inc., for the audit period January 1, 2017 through December 31, 2017. 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 Delaware County Convention & Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

June 27, 2018

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

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# Julian & Grube, Inc.

*Serving Ohio Local Governments*

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

## Independent Auditor's Report

Delaware County Convention and Visitors Bureau, Inc.  
Delaware County  
34 S. Sandusky Street  
Delaware, Ohio 43015

To the Board of Trustees:

### ***Report on the Financial Statement***

We have audited the accompanying financial statement of Delaware County Convention and Visitors Bureau, Inc., Delaware County, Ohio (a not-for-profit corporation), which comprise the statement of cash receipts, cash disbursements and change in cash balance as of and for the year ended December 31, 2017, and the related notes to the financial statement.

### ***Management's Responsibility for the Financial Statement***

Management is responsible for preparing and fairly presenting this financial statement in accordance with the cash accounting basis Note 1 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing and maintaining internal control relevant to preparing and fairly presenting the financial statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on this financial statement based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statement is free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Delaware County Convention and Visitors Bureau, Inc.'s preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Delaware County Convention and Visitors Bureau Inc.'s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

***Opinion***

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts, cash disbursements, and change in cash balance of the Delaware County Convention and Visitors Bureau, Inc., Delaware County, Ohio, as of December 31, 2017 and for the year then ended in accordance with the accounting basis described in Note 1.

***Accounting Basis***

We draw attention to Note 1 of the financial statement, which describes the accounting basis, which differs from generally accepted accounting principles. We did not modify our opinion regarding this matter.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 13, 2018, on our consideration of the Delaware County Convention and Visitors Bureau, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Delaware County Convention and Visitor Bureau, Inc.'s internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Julian & Grube, Inc.".

Julian & Grube, Inc.  
June 13, 2018



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

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN CASH BALANCE  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2017

	<b>2017</b>
<b>Cash Receipts:</b>	
Excise tax on lodging . . . . .	\$ 312,390
Interest . . . . .	1,260
Total cash receipts . . . . .	313,650
 <b>Cash Disbursements:</b>	
Salaries . . . . .	85,265
Marketing and promotion . . . . .	78,801
Payroll taxes and fringe benefits . . . . .	21,568
Rent, utilities and cleaning . . . . .	22,288
Publications . . . . .	14,494
Office Supplies . . . . .	4,244
Professional Fees . . . . .	5,833
Dues and subscriptions . . . . .	4,485
Telephone . . . . .	2,295
Insurance . . . . .	1,584
Mileage and parking . . . . .	1,329
Training and conference . . . . .	2,198
Office Equipment . . . . .	2,453
Other . . . . .	2,656
Total cash disbursements . . . . .	249,493
 Excess of receipts over disbursements. . . . .	64,156
 <b>Cash at beginning of year . . . . .</b>	<b>262,812</b>
 <b>Cash at end of year . . . . .</b>	<b>\$ 326,968</b>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENT

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

NOTES TO THE FINANCIAL STATEMENT  
FOR THE YEAR ENDED DECEMBER 31, 2017

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization

The Delaware County Convention and Visitors Bureau, Inc. (the "CVB") is a nonprofit organization which promotes travel and tourism in Delaware County, Ohio. The organization is funded by an excise tax on lodging of transient guests within Delaware County. The CVB is governed by a Board of Trustees composed of at least nine members appointed by Delaware County Chambers of Commerce, Delaware County Commissioners and the CVB Trustees.

Basis of Presentation

The financial statement is prepared on the basis of cash receipts and disbursements. Consequently, support and revenue are recognized when received, and expenses are recognized when paid.

Excise tax on lodging is recognized by the CVB as it is received from Delaware County, and may not represent all revenue that is actually due from the lodging establishments. Delaware County is solely responsible for collection of the tax.

Cash and Cash Equivalents

The CVB considers all short-term investments with an original maturity of three months or less to be cash equivalents.

Income Taxes

The CVB is exempt from Federal income taxes under Section 501(c)(6) of the Internal Revenue Code, except for fees which are subject to unrelated business income tax. There is no provision for unrelated business income taxes at December 31, 2017. The CVB's federal income tax returns are subject to examination by the IRS, generally for three years after they are filed. Management has evaluated the effect of accounting guidance regarding uncertain income tax positions and concluded the CVB has no significant financial statement exposure to uncertain tax positions. The CVB is not currently under audit by any tax jurisdiction.

Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statement.

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

**NOTES TO THE FINANCIAL STATEMENT  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

Risk Management

The CVB is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; employee injuries and illnesses and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years. There has been no significant reduction in coverage from the prior year.

**NOTE 2 - CONCENTRATIONS OF CREDIT RISK**

Cash accounts at each financial institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. The CVB had a carrying amount of deposits of \$326,968 as of December 31, 2017, and a total bank balance of \$347,294. Of the total bank balance, \$345,414 was covered by the Federal Deposit Insurance Corporation, while \$1,880 was uninsured and exposed to credit risk. The CVB has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

**NOTE 3 - HOTEL AND LODGING BED TAX AND CONCENTRATION OF RISK**

The CVB received excise tax on lodging from eight lodging establishments and four of these lodging establishments each represent over ten percent of total revenues. At December 31, 2017, all but one lodging establishments were current in remitting the excise tax. A reduction in this tax could have a significant impact on the operations of the CVB.

**NOTE 4 - LEASES**

The CVB leases office space under an operating lease agreement that expired in October 2016. The lease was renewed for an additional five years, ending October 2021. The lease agreement required monthly payments of \$1,550. Rent expense for 2017 was \$18,600.

**NOTE 5 - POSTEMPLOYMENT BENEFITS**

The CVB employees contribute to Social Security and Medicare. The plans provide for retirement, healthcare and prescription drug benefits including survivor and disability benefits to participants. Each employee contributes 6.2% and 1.45% of their gross pay to Social Security and Medicare, respectively. SORSA matches this contribution by contributing an additional 6.2% and 1.45%. The CVB has contributed 100% of their required Social Security and Medicare payments.

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**Julian & Grube, Inc.**  
*Serving Ohio Local Governments*

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

**Independent Accountants' Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Required by *Government Auditing Standards***

Delaware County Convention and Visitors Bureau, Inc.  
Delaware County  
34 S. Sandusky Street  
Delaware, Ohio 43015

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statement of the Delaware County Convention and Visitors Bureau, Inc., Delaware County, Ohio (a nonprofit organization), as of and for the year ended December 31, 2017, and the related notes to the financial statement, which collectively comprise the Delaware County Convention and Visitors Bureau, Inc.'s basic financial statement and have issued our report thereon dated June 13, 2018.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Delaware County Convention and Visitor Bureau, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statement, but not to the extent necessary to opine on the effectiveness of the Delaware County Convention and Visitor Bureau, Inc.'s internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Delaware County Convention and Visitors Bureau, Inc.'s financial statement. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Board of Trustees  
Delaware County Convention and Visitors Bureau, Inc.

***Compliance and Other Matters***

As part of reasonably assuring whether the Delaware County Convention and Visitors Bureau, Inc.'s financial statement is free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Delaware County Convention and Visitors Bureau, Inc.'s internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Delaware County Convention and Visitors Bureau, Inc.'s internal control and compliance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Julian & Grube, Inc.".

Julian & Grube, Inc.  
June 13, 2018



# Dave Yost • Auditor of State

**DELAWARE COUNTY CONVENTION AND VISITOR BUREAU**

**DELAWARE 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 10, 2018**