



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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

Athens County Convention and Visitors Bureau  
Athens County  
667 E. State Street  
Athens, Ohio 45701

We have performed the procedures enumerated below on the Athens County Convention & Visitor Bureau, Athens County, Ohio (the Bureau), receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2021 and 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 years ended December 31, 2021 and 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 years ended December 31, 2021 and 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, 2021 and December 31, 2020 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2020 beginning fund balances for each account recorded in the Balance Sheet Detail Report to the December 31, 2019 balances in the prior year documentation in the prior year Agreed-UpOn Procedures working papers. We found one January 1, 2020 fund balance recorded in the Balance Sheet Detail Report exceeded the fund balance in the prior year Agreed-UpOn Procedures working papers by \$6,698 due to certain previously outstanding debits and credits being voided in 2020. We also agreed the January 1, 2021 beginning fund balances for each account recorded in the Balance Sheet Detail Report to the December 31, 2020 balances in the Balance Sheet Detail Report. We found no exceptions.

**Cash (Continued)**

3. We agreed the 2021 and 2020 bank reconciliation Register Balance as of December 31, 2021 and 2020 to the total fund cash balances reported in the Balance Sheet Detail Report. The amounts agreed except the total fund cash balances reported in the Balance Sheet Detail Report exceeded the Register Balance as of December 31, 2021 by \$1,110 due to the treatment of check 1225. The correct fund cash balance was recorded in the Balance Sheet Detail Report.
4. We confirmed the December 31, 2021 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, 2021 bank reconciliation without exception.
5. We selected the only reconciling debit (such as outstanding checks) from the December 31, 2021 bank reconciliation:
  - a. We traced the debit to the subsequent 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 confirmed with Athens County and the City of Athens the lodging taxes they paid to the Bureau during the years ending December 31, 2021 and 2020. Athens County and the City of Athens confirmed the following amounts:

Year Ended	Athens County Amount	City of Athens Amount
December 31, 2021	\$421,501	\$179,093
December 31, 2020	\$321,671	\$149,811

2. We compared the amounts from step 1 to amounts recorded as lodging tax receipts on the Bureau's Balance Sheet Detail Report. We found no exceptions.

**Cash Disbursements**

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 and by Laws
- b. The Bureau's 501(c)(6) Tax Exemption
- c. City of Athens Agreement
- d. The Athens County Resolution passed in regular session dated December 3, 1989
- e. Ohio Rev. Code § 5739.092
- f. Auditor of State Bulletin 2003-005

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."

### **Cash Disbursements (Continued)**

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.

The City of Athens contract allows the Bureau to use funds to enhance the cultural development of Athens County through marketing and promotion of the area as a destination for travelers from outside of Athens County.

Athens County's resolution permits the Bureau to use funds for the furtherment and enhancement of travel and tourism within Athens County.

We selected 10 disbursements of lodging taxes from the Balance Sheet Detail Report for the year ended December 31, 2021 and 10 disbursements from 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 three instances where the Bureau paid sales tax totaling \$12.

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, 2021 and 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

July 13, 2022

# OHIO AUDITOR OF STATE KEITH FABER



**ATHENS COUNTY CONVENTION AND VISITORS BUREAU**

**ATHENS 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 7/26/2022**

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