

**KNOX COUNTY CONVENTION AND VISITORS BUREAU**  
**KNOX COUNTY, OHIO**

*AGREED UPON PROCEDURES*  
FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010

**WOLF, ROGERS, DICKEY & CO.**  
*Certified Public Accountants*





# Dave Yost • Auditor of State

Members of the Board  
Knox County Convention and Visitors Bureau  
107 South Main Street  
Mount Vernon, Ohio 43050

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Knox County Convention and Visitors Bureau, Knox County, prepared by Wolf, Rogers, Dickey & Co., for the period January 1, 2010 through December 31, 2011. Based upon this review, we have accepted these reports in lieu of the audit 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 Knox County Convention and Visitors Bureau is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Dave Yost".

Dave Yost  
Auditor of State

July 5, 2012

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# Wolf, Rogers, Dickey & Co.

Certified Public Accountants

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

Members of the Board  
Knox County Convention and Visitors Bureau  
Knox County  
107 South Main Street  
Mount Vernon, Ohio 43050

We have performed the procedures enumerated below, to which the management of the Knox County Convention and Visitors Bureau (the Bureau) agreed, solely to assist the Bureau in evaluating whether it recorded all lodging taxes it received from Knox County and to help evaluate whether the Bureau disbursed these lodging taxes for allowable purposes described below for the years ended December 31, 2011 and 2010. The Bureau is responsible for disbursing lodging taxes for allowable purposes. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the Bureau. 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.

### Cash Receipts

1. We confirmed with Knox County Auditor the lodging taxes it paid to the Bureau during the years ended December 31, 2011 and 2010. The County confirmed the following amounts:

Year Ended	Amount
December 31, 2011	\$128,764.86
December 31, 2010	\$122,520.30

2. We compared the amounts from Step 1 to amounts recorded as lodging tax receipts on the Bureau's general ledger. Taxes paid by the County Auditor in late December were received and recorded by the Bureau in the following month and are not considered exceptions. 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 on the next page:

Knox County Convention and Visitors Bureau  
Knox County  
Independent Accountants' Report on Applying Agreed-Upon Procedures

**Cash Disbursements, continued**

Sources of Restrictions:

- a. The Bureau's Articles of Incorporation
- b. The Bureau's By-Laws/Code of Regulations
- c. The Bureau's 501(c)(6) Tax Exemption
- d. County of Knox Resolution 895-2010 and 153-2006
- e. Ohio Revised Code Section 5739.09(A)(2)
- f. Auditor of State of Ohio Bulletin 2003-005

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

Ohio Revised Code Section 5739.09(A)(2) 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 deems any disbursement of public funds (e.g. lodging taxes) for alcohol to be improper.

Knox County Resolution Number 895-2010 and 153-2006 dated 9-23-2010 and 3-2-2006, respectively, permits the Bureau to spend lodging taxes for the promotion and publicizing of the Knox County, in order to bring the patronage and business of tourists and cultural, educational, religious, professional and sports organizations into the County, for the benefit of the citizens of the county and the business community thereof.

The Bureau's By-Laws/Code of Regulations permits the Bureau to spend the lodging taxes for the promotion of Knox County, Ohio, as a tourist destination.

2. We haphazardly selected forty disbursements of lodging taxes from the years ended December 31, 2011 and 2010 in addition to all disbursements exceeding \$2,000, 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 violated the restrictions listed above.

We were not engaged to, and did not examine the Bureau's lodging tax receipts and disbursements for the years ended December 31, 2011 and 2010, the objective of which would have been to opine on lodging tax receipts and disbursements. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the Bureau and is not intended to be, and should not be used by anyone else.

*Wolf, Rogers, Dickey & Co.*  
Certified Public Accountants

May 4, 2012



# Dave Yost • Auditor of State

**KNOX COUNTY CONVENTION AND VISITORS BUREAU**

**KNOX 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 17, 2012**