



OHIO AUDITOR OF STATE
KEITH FABER



**GUERNSEY COUNTY CONVENTION FACILITIES AUTHORITY
GUERNSEY COUNTY**

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OHIO AUDITOR OF STATE KEITH FABER



53 Johnson Road
The Plains, Ohio 45780-1231
(740) 594-3300 or (800) 441-1389
SoutheastRegion@ohioauditor.gov

Guernsey County Convention Facilities Authority
Guernsey County
1131 Steubenville Ave.
Cambridge, Ohio 43725

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of the Guernsey County Convention Facilities Authority, Guernsey County, Ohio (the Authority), on the receipts, disbursements and balances recorded in the Authority's cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Authority. The Authority is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Authority. The sufficiency of the procedures is solely the responsibility of the parties specified in this 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.

This report only describes exceptions exceeding \$10.

Cash and Investments

1. Guernsey County is custodian for the Authority's deposits and investments, and therefore the County's deposit and investment pool holds the Authority's assets. We compared the Authority's fund balances reported on its December 31, 2018 financial statements to the balances reported in Guernsey County's accounting records. We noted the fund balance reported in the Authority's financial statements at December 31, 2018 of \$0 should have been reported as \$25,873. This was only a timing issue, which was due to collections received in one month and disbursed the following month.
2. We agreed the January 1, 2017 beginning fund balances recorded in the financial statements to the December 31, 2016 balances in the Guernsey County's Transaction History Report. We noted the beginning balance should have been recorded as \$14,462 instead of \$0. We also agreed the January 1, 2018 beginning fund balances recorded in the financial statements to the December 31, 2017 balances in the Guernsey County's Transaction History Report and noted the balances should have been recorded as \$16,422 instead of \$0. These were both timing issues, which were due to collections received in one month and disbursed the following month.

Lodging Excise Tax Receipts

1. We haphazardly selected one Monthly Lodging Excise Tax return and tax receipt for each of the area hotels/motels during 2018 and one from 2017. For each receipt selected:
 - a. We compared the payment amount recorded on the tax return to the amount recorded on the Transaction History Report. The amounts agreed. We found no exceptions.

Lodging Excise Tax Receipts (Continued)

- b. We recomputed lodging tax due based on the approved rate. We noted one payment from a hotel in 2018 and two payments from hotels in 2017 that did not take credit for the 1% discount due to them. This resulted in a total overpayment to the Authority of \$30 in 2018 and \$67 in 2017. We also noted one hotel that received the 1% discount, but its payment was actually late resulting in underpayment to the Authority of \$21.
 - c. We inspected the Transaction History Report to determine that these receipts were allocated to the proper fund. We found no exceptions.
 - d. We inspected the Transaction History Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
 - e. We compared the receipt total from procedure a. to the amount recorded as lodging excise tax receipts in the Transaction History Report for that date. The amounts agreed. We found no exceptions.
2. We inspected the Transaction History Report to determine whether it included twelve bed tax receipts for each hotel/motel. We noted four hotels/motels in 2018 and five in 2017 that did not include tax receipts for each of the twelve months. After being contacted by the County due to lack of filings, these hotels prepared a separate return and combined the missing month with another month and submitted to the County with payment.

Debt

We inquired of management, and inspected the Transaction Detail Account Report for evidence of debt issued during 2018 or 2017 or debt payment activity during 2018 or 2017. There were no new debt issuances, nor any debt payment activity during 2018 or 2017.

Non-Payroll Cash Disbursements

1. From the Transaction History Report, we re-footed checks recorded as Lodging Tax disbursements for 2018. We found no exceptions.
2. We selected a sample (agreed upon) of 10 disbursements from the Transaction History Report for the year ended December 31, 2018 and 10 from the year ended 2017 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the Transaction History Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.

Other Compliance

Ohio Rev. Code § 117.38 requires authorities to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Authority filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2018 and 2017 in the Hinkle system. Financial information was filed on June 20, 2018 and April 2, 2019 which was not within the allotted timeframe.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Authority's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is to provide assistance in it's the evaluation of the Authority's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2018 and 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State
Columbus, Ohio

October 29, 2019

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OHIO AUDITOR OF STATE KEITH FABER



GUERNSEY COUNTY CONVENTION FACILITIES AUTHORITY

GUERNSEY 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
NOVEMBER 19, 2019**