

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT  
OF  
HARRISON COUNTY TOURISM COMMISSION  
HARRISON COUNTY, INDIANA  
January 1, 2007 to December 31, 2007



**FILED**  
09/24/2008



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Herman E. Pittman	01-01-07 to 12-31-08
President of the Tourism Commission	Michael Wiseman	01-01-07 to 12-31-08



**STATE OF INDIANA**  
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE HARRISON COUNTY TOURISM  
COMMISSION, HARRISON COUNTY, INDIANA

We have examined the financial information presented herein of the Harrison County Tourism Commission (Commission), for the period of January 1, 2007 to December 31, 2007. The Commission's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the financial information referred to above presents fairly, in all material respects, the financial information of the Commission for the year ended December 31, 2007, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

August 28, 2008

HARRISON COUNTY TOURISM COMMISSION  
 SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
 ALL GOVERNMENTAL FUND TYPES  
 As Of And For The Year Ended December 31, 2007

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 46,830	\$ 1,034,358	\$ 992,153	\$ 89,035
General Reserve	147,789	3,209	1	150,997
Capital Development	<u>577,975</u>	<u>26,774</u>	<u>25,000</u>	<u>579,749</u>
Totals	<u>\$ 772,594</u>	<u>\$ 1,064,341</u>	<u>\$ 1,017,154</u>	<u>\$ 819,781</u>

The accompanying notes are an integral part of the financial information.

HARRISON COUNTY TOURISM COMMISSION  
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Commission was established under the laws of the State of Indiana. The Commission provides the following service: promotion of tourism in the County.

Note 2. Fund Accounting

The Commission uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is prepared and approved at the local level.

Note 4. County Innkeeper's Tax

A tax on room charges for patrons of lodging establishments in the County is distributed by the County Treasurer to the Tourism Commission.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the Commission to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

Note 6. Service Agreement

The Commission enters into an annual contract with the Harrison County Chamber of Commerce, whereas the Chamber is willing to provide personnel to staff a visitor center and provide the following services: provide management for tourism and promotion services through its staff and other resources; employ a person to act as executive director for the Commission and provide additional staff as needed, and provide the structure for regional tourism promotion opportunities. The contracted amount paid to the Harrison County Chamber of Commerce for services performed during 2007 was \$590,996.

HARRISON COUNTY TOURISM COMMISSION  
EXAMINATION RESULT AND COMMENT

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping were present during our period of examination:

- (1) The financial activity of the General Reserve Fund and the Capital Development Fund was not recorded in the financial records of the Commission:

All financial transactions pertaining to the governmental unit should be recorded in the records of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

- (2) The following prescribed forms were not in use:

Form 358 - Ledger of Receipts, Disbursements and Balances  
Form 359 - Ledger of Appropriations, Encumbrances, Disbursements and Balances  
Form 352 - General Receipt  
Form 353 - General Warrant

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

HARRISON COUNTY TOURISM COMMISSION  
EXIT CONFERENCE

The contents of this report were discussed on August 28, 2008, with Darrell R. Voelker, Administrator; Jim Epperson, Executive Director; and Michael Wiseman, President of the Tourism Commission. The officials concurred with our finding.