



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B39494

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

October 12, 2011

Board of Directors
Putnam County Convention
& Visitors Bureau, Inc.
12 West Washington St.
Greencastle, IN 46135

We have reviewed the audit report prepared by Bray & Associates, CPA's, LLC, Independent Public Accountants, for the period January 1, 2008 to December 31, 2008. In our opinion, the audit report was prepared in accordance with the guidelines established by the State Board of Accounts. Per the Independent Public Accountants' opinion, the financial statements included in the report present fairly the financial condition of the Putnam County Convention & Visitors Bureau, Inc., as of December 31, 2008, and the results of its operations for the period then ended, on the basis of accounting described in the report.

The Independent Public Accountants' report is filed with this letter in our office as a matter of public record.

STATE BOARD OF ACCOUNTS

Putnam County Convention & Visitors Bureau, Inc.
Statement of Financial Position

December 31, 2008

PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.
GREENCASTLE, INDIANA 46135

INDEX

	Page
Independent Auditor's Report-----	1
Statement of Financial Position -----	2
Statement of Activities -----	3
Statement of Cash Flows -----	4
Notes to Financial Statements -----	5-6
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards -----	7-8

BRAY & ASSOCIATES CPA's LLC
CERTIFIED PUBLIC ACCOUNTANT

P.O. BOX 5
GREENCASTLE, IN 46135
(317) 653-8448
FAX (317) 653-3559

A. DAVID BRAY, C.P.A.
Maurice L. Michel, P.A., E.A.

MEMBERS OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANT
INDIANA CERTIFIED PUBLIC
ACCOUNTANTS SOCIETY

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Putnam County Convention and Visitors Bureau, Inc.
Greencastle, Indiana 46135

We have audited the accompanying statement of financial position of the Putnam County Convention and Visitors Bureau, Inc. (a non-profit organization) as of December 31, 2008 and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Putnam County Convention and Visitors Bureau, Inc. as of December 31, 2008, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued a report dated December 30, 2009 on our consideration of the Putnam County Convention and Visitors Bureau, Inc. internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Bray & Associates CPA's

Bray & Associates CPA's, LLC
Greencastle, Indiana 46135
December 30, 2009

Putnam County Convention and Visitors Bureau, Inc.

Statement of Financial Position

December 31, 2008

Dollars

Assets

Current Assets:

Cash	\$	92,894	
Putnam County Treasurer		17,993	
Prepaid Expenses		<u>25,685</u>	

Total Current Assets \$ 136,572

Property and Equipment:

Building and Land	\$	102,747	
Equipment		6,798	
Less: Accumulated Depreciation		<u>(21,989)</u>	

Net Property and Equipment 87,556

Other Assets:

Prepaid Vehicle Lease	\$	10,513	
Certificate of Deposit and Accrued Interest		32,883	
Meter Deposit		<u>100</u>	

Total Other Assets 43,496

Total Assets \$ 267,624

Liabilities and Net Assets

Current Liabilities:

Accounts Payable	\$	<u>1,301</u>	
------------------	----	--------------	--

Total Liabilities \$ 1,301

Net Assets:

Unrestricted Net Assets 266,323

Total Liabilities and Net Assets \$ 267,624

See Accompanying Notes and Accountant's Report

Putnam County Convention and Visitors Bureau, Inc.

Statement of Activities

For the Year Ended December 31, 2008

		Dollars
Revenue:		
Room Tax	\$ 244,076	
Interest Earned	<u>1,365</u>	
Total Revenue		\$ 245,441
Expenses:		
Program Expenses:		
Convention/ Education	\$ 2,427	
Dues and Fees	3,683	
Fax & Postage	4,061	
Hospitality	2,917	
Maintenance	5,460	
Promotions	50,562	
Printing	18,840	
Tourism Grant	2,500	
Salaries & Taxes	79,366	
Telephone	5,487	
Occupancy (Depreciation & Utilities)	6,221	
Vehicle Expense	<u>7,799</u>	
Total Program Expenses		189,323
General & Administrative:		
Salaries & Taxes	5,248	
Professional Fees	4,605	
Occupancy	691	
Insurance	4,579	
Office Supplies	<u>6,493</u>	
Total General & Administrative		<u>21,616</u>
Total Expenses		<u>210,939</u>
Increase in Unrestricted Net Assets		34,502
Net Unrestricted Net Assets at Beginning of Year		<u>231,821</u>
Net Unrestricted Net Assets at End of Year		\$ <u>266,323</u>

See Accompanying Notes and Accountant's Reports

Putnam County Convention and Visitors Bureau, Inc.

Statement of Cash Flows

For the Year Ended December 31, 2008

Dollars

Cash Flows from Operating Activities	
Increase in Net Assets	\$ 34,502
Non Cash Items included in Revenue & Expense	
Depreciation	3,082
Increase Prepaid Vehicle Lease	(10,133)
Adjustments to reconcile Increase in Net Assets to Net Cash provided by Operating Activities	
Increase in Prepaid Expense	(12,372)
Increase in Putnam County	(17,993)
Decrease in Accounts Payable	(608)
Net Cash Generated by Operations	\$ (3,522)
Cash Flows from Investing Activities	
Purchase of Property and Equipment	(478)
Increase Certificate of Deposit & Accrued Interest	(805)
Cash Flows from Investing Activities	(1,283)
Net Decrease in Cash	(4,805)
Cash at Beginning of Year	97,699
Cash at End of Year	\$ <u>92,894</u>

See Accompanying Notes and Accountant's Report

Putnam County Convention and Visitors Bureau, Inc.

Notes to Financial Statement

General:

The Putnam County Convention and Visitors Bureau, Inc. is charged with promoting and advancing tourism within Putnam County, Indiana. Most of the funds are generated by a county tax imposed on rooms rented for less than 30 days at a time, primarily motels and hotels within the county. The rate of tax as set by the County Commissioners is 5%. The collecting business forwards the tax to the county treasurer, who then disburses the money to the Putnam County Convention and Visitors Bureau, Inc.

Accounting:

The Putnam County Convention and Visitors Bureau, Inc. maintains its accounts on the accrual method of accounting, whereby revenue is recognized when earned, i.e. collected by the County, rather when received, and expenses recognized when incurred rather than when paid.

Cash:

Cash is considered to include checking and savings accounts.

Depreciation:

Equipment and Building are depreciated using straight-line over the following term.

Equipment	7-10 years
Building	39 years

Accumulated depreciation at December 31, 2008 is as follows:

Equipment	\$ 5,500
Building	<u>16,489</u>
Total	<u>\$ 21,989</u>

Taxes:

The Putnam County Convention and Visitors Bureau, Inc. has been granted a not-for-profit status by the Internal Revenue Service as a 501(c)(6) organization. Hence, no amounts have been included for Federal and State income taxes.

Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates. Based on these estimates, actual amounts may change if the estimates change.

Putnam County Convention and Visitors Bureau, Inc.

Notes to Financial Statement
(Continued)

Lease:

The Putnam County Convention and Visitors Bureau, Inc. leases a vehicle. The 3 year vehicle lease was prepaid. The lease is up January 27, 2011.

BRAY & ASSOCIATES CPA's LLC
CERTIFIED PUBLIC ACCOUNTANT

P.O. BOX 5
GREENCASTLE, IN 46135
(317) 653-8448
FAX (317) 653-3559

A. DAVID BRAY, C.P.A.
Maurice L. Michel, P.A., E.A.

MEMBERS OF
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANT
INDIANA CERTIFIED PUBLIC
ACCOUNTANTS SOCIETY

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS

To the Board of Trustees
Putnam County Convention and Visitors Bureau, Inc.

We have audited the financial statements of the Putnam County Convention and Visitors Bureau, Inc. (a nonprofit organization) as of and for the year ended December 31, 2008, and have issued our report thereon dated December 30, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Putnam County Convention and Visitors Bureau, Inc. internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Putnam County Convention and Visitors Bureau, Inc. internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether Putnam County Convention and Visitors Bureau, Inc. financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the audit committee, management, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Bray & Associates, CPAs

Bray & Associates CPA's, LLC
Greencastle, Indiana 46135
December 30, 2009