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May 12, 2021

Convention and Visitor Bureau Members
Clark-Floyd Counties Convention and Tourism Bureau
315 Southern Indiana Ave
Jeffersonville, IN 47130

This report is supplemental to the audit report of the Clark-Floyd Counties Convention and Tourism Bureau (Bureau), for the period from January 1, 2019 to December 31, 2020. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the Bureau. It should be read in conjunction with the financial statement audit report of the Bureau, which provides an opinion on the District's financial statements. This report may be found at www.in.gov/sboa/.

We have reviewed the Supplemental Audit Report for Clark-Floyd Counties Convention and Tourism Bureau prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2019 to December 31, 2020. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the finding in the report. Page 3 contains one Examination Finding and Result. Management's response may be found on page 5.

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

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

**COMPLIANCE EXAMINATION OF
CLARK-FLOYD COUNTIES CONVENTION AND TOURISM BUREAU**

Clark County, Indiana
January 1, 2019 to December 31, 2020

CLARK-FLOYD COUNTIES CONVENTION AND TOURISM BUREAU

Clark County, Indiana
January 1, 2019 to December 31, 2020

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CLARK-FLOYD COUNTIES CONVENTION AND TOURISM BUREAU
SCHEDULE OF OFFICIALS
January 1, 2019 to December 31, 2020

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	James L. Epperson	01-01-19 to 12-31-20
President of the Board	Paul Kiger	01-01-19 to 12-31-19
	Connie Sipes	01-01-20 to 12-31-20

INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and
Management of Clark-Floyd Counties Convention and Tourism Bureau

We have examined Clark-Floyd Counties Convention and Tourism Bureau's ("Unit") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts* during the period January 1, 2019, to December 31, 2020. Management of the Unit is responsible for the Unit's compliance with the specified requirements. Our responsibility is to express an opinion on the Unit's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Unit complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Unit complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

Our examination does not provide a legal determination on the Unit's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Special Districts* applicable to the Unit during the period January 1, 2019 to December 31, 2020, as described in item 2020-001 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Unit complied, in all material respects, with the aforementioned requirements during the period January 1, 2019 to December 31, 2020.

The Unit's responses to the findings identified in our examination are described in the accompanying Schedule of Examination Findings and Results. The Unit's responses were not subjected to the procedures applied in the examination of compliance and, accordingly, we express no opinion on them.


Crowe LLP

Indianapolis, Indiana
April 28, 2021

CLARK-FLOYD COUNTIES CONVENTION AND TOURISM BUREAU
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
January 1, 2019 to December 31, 2020

FINDING 2020-001: COMPENSATION AND BENEFITS

Criteria: Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual states in part, “*All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements.*”

Condition: During testing of payroll expenditures, we noted one instance, in a sample of ten, in which an hourly employee’s pay rate was not supported by a written contract or other salary ordinance. During 2020, the individual received a raise of \$1.03 per hour. The Unit was able to provide written support for this increase.

This finding is repeated from report B54391.

CLARK-FLOYD COUNTIES CONVENTION AND TOURISM BUREAU
EXIT CONFERENCE
January 1, 2019 to December 31, 2020

The contents of this report were discussed on April 8, 2021, with James Epperson, Executive Director, Nicole Kraemer, Operations Manager, and Carlene Bottorff, Treasurer. The officials acknowledged the findings. The Official Response has been made a part of this report and may be found immediately following the findings on the previous page.



April 28, 2021

Crowe, LLP
3815 River Crossing Pkwy Ste 300
Indianapolis IN 46240

RE: Correction Action Plan in response to Finding in the Compliance Examination

We offer the following corrective actions that have already taken place or that will take place by board action in 2021.

Finding 2020-001: Compensation and Benefits

The audit helped us find a weakness in our hiring process for part-time travel counselors who staff our visitor center. This position has the highest turnover rate in the organization due to the part-time status and the hourly rate we are able to pay for the position. While our full-time positions have gone through a more structured process, we have not guaranteed the proper documents in hiring the part-time employees.

To correct, we are taking the following actions:

1. The personnel committee has already met and will recommend to the full board at their May meeting that we adopt an annual policy for the starting hourly rate for the year for travel counselors. The starting rate will be updated by the personnel committee, with board action, at the end of each year at the same time that raises are decided.
2. An offer letter stating the starting rate has been added to the checklist for new employees to ensure that the documentation is always obtained.
3. An HR audit was conducted by an outside firm in late 2019/early 2020. The recommendations from that audit are still being implemented in the organization. Such processes and procedures will also aid the organization with better compliance.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Epperson", is written over a white background.

James L. Epperson
Executive Director
Clark-Floyd Counties Convention & Tourism Bureau