



RFP# 20-271  
Kanawha County

**bhm cpa group, inc.**  
CERTIFIED PUBLIC ACCOUNTANTS

---

AUDIT REPORT OF  
CHARLESTON CONVENTION AND VISITORS' BUREAU  
KANAWHA COUNTY  
REGULAR AUDIT

For the Year Ended June 30, 2021

---

One East Campus View Blvd. Suite 300 • Columbus, OH 43235 • (614) 389-5775 • FAX (614) 467-3920  
PO Box 875 • 129 Pinckney Street • Circleville, OH 43113 • (740) 474-5210 • FAX (740) 474-7319  
PO Box 687 • 528 S. West Street • Piketon, OH 45661 • (740) 289-4131 • FAX (740) 289-3639  
PO Box 325 • 1017 Sixth Avenue • Huntington, WV 25708 • (304) 521-2648 • FAX (740) 289-3639

[www.bhmcpgroup.com](http://www.bhmcpgroup.com)

**CHARLETSON CONVENTION AND VISITORS BUREAU**  
**TABLE OF CONTENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

<b>TITLE</b>	<b>PAGE</b>
Independent Auditor's Report .....	1
Basic Financial Statements:	
<i>Fund Financial Statements:</i>	
Statement of Net Position .....	3
Statement of Revenues, Expenses and Changes in Fund Net Position.....	4
Statement of Cash Flows.....	5
Notes to the Financial Statements .....	6
Required Supplementary Information:	
Schedule of Proportionate Share of the Net Pension Liability .....	19
Schedule of Contributions – Pensions .....	20
Schedule of Proportionate Share of the Net OPEB Liability .....	21
Schedule of Contributions - Net OPEB Liability .....	22
Notes to the Required Supplementary Information.....	23
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....	24



## **Independent Auditor's Report**

Charleston Convention and Visitors Bureau  
601 Morris Street, Suite 204  
Charleston, West Virginia 25301

To the Board of Directors;

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the Charleston Convention and Visitors Bureau (the "Bureau"), a component unit of the City of Charleston, West Virginia, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' Government Auditing Standards. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Bureau's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Bureau's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Charleston Convention and Visitors Bureau as of June 30, 2021, and the respective changes in financial position and cash flow for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

Required Supplementary Information

Accounting principles generally accepted in the United States of America require this presentation to include Management's discussion and analysis, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. The Bureau has omitted the management's discussion and analysis. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require this presentation to include schedules of net pension and OPEB liabilities and pension and OPEB contributions listed in the table of contents, to supplement the basic financial statement. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 23, 2021, on our consideration of the Bureau's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bureau's internal control over financial reporting and compliance.



BHM CPA Group, Inc  
Huntington, West Virginia  
November 23, 2021

**CHARLESTON CONVENTION AND VISITORS BUREAU**  
**STATEMENT OF NET POSITION**  
**AS OF JUNE 30, 2021**

<b>ASSETS:</b>	
Current Assets:	
Cash and cash equivalents	\$ 632,059
Receivables:	
Accounts	256,547
Total current assets	<u>\$ 888,606</u>
Capital assets	
Furniture and fixtures	45,775
Machinery and equipment	44,235
Less accumulated depreciation	(86,896)
Capital assets, net	<u>3,114</u>
Total assets	
Deferred Outflows of Resources	
Deferred outflows - Pension	130,985
Deferred outflows - OPEB	70,482
Total deferred outflows of resources	<u>201,467</u>
Total Assets and Deferred Outflows of Resources	<u><u>1,093,187</u></u>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	175,065
Accrued expenses	129,089
Total current liabilities	<u>304,154</u>
Noncurrent liabilities	
Net pension liability	165,897
Net OPEB liability	38,390
Total noncurrent liabilities	<u>204,287</u>
Total liabilities	508,441
Deferred inflows of Resources	
Deferred inflows - Pension	17,445
Deferred inflows - OPEB	123,572
Total deferred inflows of resources	<u>141,017</u>
<b>NET POSITION</b>	
Investment in capital assets	3,114
Unrestricted	440,615
Total net position	<u><u>443,729</u></u>

The notes to the basic financial statements are an integral part of this statement.

**CHARLESTON CONVENTION AND VISITORS BUREAU**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN**  
**FUND NET POSITION**  
Year Ended June 30, 2021

---

Operating revenues		
Sponsorship fees	\$	19,799
		19,799
<i>Total operating revenues</i>		
		19,799
Operating expenses		
Personal services		557,201
Administrative and general		58,137
Sales promotion		312,980
Depreciation		2,133
Total operating expenses		930,451
Operating income / (loss)		(910,652)
Nonoperating revenues/(expenses)		
Interest revenue		302
Loan Forgiveness		106,002
Contributions		920,788
Loss on Disposal of Assets		(2,865)
Total nonoperating revenues/(expenses)		1,024,227
Change in net position		113,575
Net position - beginning of year		330,154
Net position - end of year	\$	443,729

The notes to the basic financial statements are an integral part of this statement.

**CHARLESTON CONVENTION AND VISITORS BUREAU**  
**STATEMENT OF CASH FLOWS**  
for the Fiscal Year Ended June 30, 2021

<b>Cash flows from operating activities:</b>	
Cash received from customers	\$ (222,083)
Cash paid for goods and services	(337,043)
Cash paid to employees	<u>(644,144)</u>
Net cash provided (used) by operating activities	<u>(1,203,270)</u>
<b>Cash flows from noncapital financing activities:</b>	
Contributions	920,788
Loan Forgiveness	<u>106,002</u>
Net cash provided (used) by noncapital financing activities	<u>1,026,790</u>
<b>Cash flows from investing activities:</b>	
Interest income	<u>302</u>
Net cash provided (used) by investing activities	<u>302</u>
Net increase (decrease) in cash and equivalents	(176,178)
Cash and equivalents, beginning of year	<u>808,237</u>
Cash and equivalents, end of year	<u><u>\$ 632,059</u></u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income (loss)	\$ (910,652)
Adjustments:	
Depreciation	2,133
Decrease (increase) in operating assets	
Accounts receivable	(241,882)
Prepaid expenses	7
Deferred outflows - Pension	(72,991)
Deferred outflows - OPEB	(29,201)
Increase (decrease) in operating liabilities	
Accounts payable	19,399
Accrued expenses	14,668
Deferred inflows - Pension	(36,646)
Deferred inflows - OPEB	57,767
OPEB liability	(104,558)
Pension liability	<u>98,686</u>
Total adjustments	(292,618)
Net cash provided (used) by operating activities	<u><u>\$ (1,203,270)</u></u>

The notes to the basic financial statements are an integral part of this statement.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Charleston Convention and Visitors Bureau (the Bureau) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies:

**Reporting Entity**

The Bureau, a discretely presented component unit of the City of Charleston, is governed by a chairman which is the elected and eighteen board members who are appointed by the mayor of the City of Charleston and approved by the City Council. The Bureau is a legally separate organization for which elected officials of the primary government are financially accountable. The Bureau is a discretely presented component unit of the primary government based upon the criteria stipulated in the Governmental Accounting Standards Board Statement No. 14 (as amended by GASB Statement No. 39).

**Fund Financial Statements**

The financial statements (i.e., the statement of net position, the statement of changes in net position, and statement of cash flows) report information on all the activities of the government. Business-type activities rely to a significant extent on fees and charges for support.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Proprietary funds distinguish operating revenue from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principle ongoing operations. The principal operating revenue of the Charleston Convention and Visitors Bureau are charges to customers for advertising services. Operating expenses for the enterprise funds include the cost of services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Bureau reports the following major proprietary fund:

The *Charleston Convention and Visitors Bureau* was established in 1979, as a nonprofit corporation, to serve the City of Charleston, West Virginia and surrounding areas to advance, stimulate, and promote exhibits, conferences, and conventions.



**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

**Assets, Liabilities, and Fund Balance/Net Position**

**Deposits and Investments**

The Bureau's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of less than three months from the date of acquisition. For purposes of the Statement of Cash Flows, restricted assets, if applicable, may be considered cash equivalents based on liquidity.

**Receivables**

Accounts Receivable

A portion of the receivable balances represent the outstanding contribution amount from the City of Charleston, West Virginia (the City) at fiscal year-end. The City imposes and collects hotel/motel room taxes and is statutorily required to contribute fifty percent of hotel/motel net collections to the Bureau. This non-operating revenue is susceptible to accrual and is collected subsequent to fiscal year end.

**Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**Capital Assets and Depreciation**

Capital assets are recorded at cost. Costs that add to the productive capacity or extend the life of an asset are capitalized while maintenance and repair costs are expensed as incurred. Contributed assets are stated at fair value at the time of contributions. The Bureau maintains a capitalization threshold of five hundred dollars (\$500) or more and estimated to have a useful life in excess of one year.

The Bureau's capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Furniture and fixtures	05-10
Machinery and equipment	03-10

**Compensated Absences**

The Bureau's policy permits employees to accumulate earned but unused vacation sick pay benefits. The Bureau allows employees to accrue five days of earned, but unused time past the calendar year. However, all earned, but unused time is terminated at the end of employment. As of June 30, 2021, there were no accrued compensated absences.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

**Use of Estimates**

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual amounts may differ from those estimates.

**Net Position**

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings for the acquisition, construction or improvement of those assets.

Items are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Bureau had no restricted assets at June 30, 2021.

The Board of Directors has designated unrestricted net position aggregating \$322,042 for Incentive Funds. Such amounts are not restricted, and may be designated for other purposes or eliminated at the discretion of the Board. Unrestricted net position at June 30, 2021 was \$443,729.

The Bureau applies restricted resources first when an expense is included for purposes for which both restricted and unrestricted net positions are available.

**Pension**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Est Virginia Public Employees Retirement System (the PERS plan), and additions to/deductions from the PERS Plans' fiduciary net position have been determined on the same basis as they are reported by the PERS Plan. For this purpose, benefit payments (including refunds of employees' contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Other Post-Employment Benefits (OPEB)**

It is the Bureau's policy to permit employees to accumulate earned but unused sick pay benefits. Sick benefits can be accumulated for unlimited days and carried forward to the subsequent fiscal year. When separated from employment, employees' sick leave benefits are considered ended and no reimbursement is provided. However, upon retirement, and employee's accumulated annual sick leave may be converted to a greater retirement benefit or payment of the retired employee's health insurance premiums. The cost of the increase retirement option is the liability of the West Virginia Consolidated Public Retirement Board. The payment of health insurance premiums must be absorbed by the last agency employing the retiree and is included as part of the OPEB liability.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expenses, information about the fiduciary net position of the State OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by Wet Virginia Retiree Health Benefit Trust Fund (THBT). For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for certain pooled investments, money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at amortized cost. See Note 6 for further discussion.

**2. DETAILED NOTES ON ALL FUNDS**

**Deposits and Investments**

**Custodial Credit Risk**

For deposits, the government could be exposed to risk in the event of a bank failure where the Bureau's deposits may not be returned. The Bureau's policy for custodial credit risk is to collateralize all deposits exceeding the FDIC coverage. At year end, the Bureau's bank balances were \$714,926, which were collateralized with securities held by the pledging financial institutions trust department or agent in the Bureau's name.

**Receivables**

The Bureau considers all accounts receivable to be 100% collectable. No provision for uncollectable receivables is considered necessary. Accounts receivable are written off when it is deemed to be uncollectable.

**Capital Assets**

Capital asset activity for the fiscal year ended June 30, 2021 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Furniture and fixtures	\$ 45,775			\$ 45,775
Machinery and equipment	58,561		(14,326)	44,235
Less: accumulated depreciation	(96,223)	(4,909)	14,236	(86,896)
Total capital assets being depreciated, net	<u>\$ 8,113</u>	<u>\$ (4,909)</u>	<u>\$ (90)</u>	<u>\$ 3,114</u>

Depreciation expense was charged to the funds of the Bureau as follows:

Convention and Visitors Bureau	<u>\$ 4,909</u>
--------------------------------	-----------------

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

**3. OTHER INFORMATION**

**Risk Management**

The Bureau is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the West Virginia State Board of Risk for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): West Virginia utilizes a single private insurance company, Brick Street Insurance, to provide workers' compensation coverage to all employees in the state. Other private insurance companies may begin in offer coverage to private sector employees beginning July 1, 2008, and to government employers July 1, 2010. For the most part, all employers in the State, including governmental entities, must have coverage. The cost of all coverage, as determined by Brick Street, is paid for by the employers. The WCF risk pool retains the risk related to the compensation of injured employees under this program.

**Contingent Liabilities**

It is the opinion of the Bureau's counsel that there are no pending lawsuits or unasserted claims against the Bureau.

**4. EMPLOYEE RETIREMENT SYSTEMS AND PLANS**

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At fiscal year-end, the government reported the following liabilities and assets for its proportionate share of the net pension liabilities and net pension assets. The net pension liabilities and net pension assets were measured as of June 30, 2020, and the total pension liability and total pension asset used to calculate the net pension liabilities and net pension assets were determined by an actuarial valuation as of the date. The government's proportion of the net pension liabilities and net pension assets was based on a projection of the government's long-term share of contributions to the pension plans relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2021, the government reported the following proportions, per the actuarial valuation, and increase/decreases from its proportions measured as of June 30, 2020.

***Plan Description, Contribution Information and Funding Policies***

The Charleston Convention and Visitors Bureau elected to become a participating public employer under the West Virginia Public Employees Retirement System for the coverage of all eligible employees.

At June 30, 2021, the Bureau reported a liability of \$165,897 for its proportionate share of the net pension liability. The net pension liability was measured as of July 1, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Bureau's proportion of the net pension liability was based on a projection of the Bureau's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At July 1, 2021, the Bureau's proportion was 0.031380%, which was a decrease of 0.000121% from its proportion measured as of July 1, 2020.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

For the year ended June 30, 2021, the Bureau recognized pension expense of \$43,820. At June 30, 2021, the Bureau reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**Public Employees Retirement System**

		Deferred Outflows Of Resources		Deferred Inflows Of Resources
Difference between expected and actual experience	\$	24,413	\$	3,420
Net difference between projected and actual investment earnings on pension plan investments		52,581		-
Changes in Assumptions		-		7,310
Changes in proportion and differences between Employer contributions and proportionate share of contributions		3,971		6,715
Board contributions subsequent to the measurement date		50,020		-
<b>Total</b>	<b>\$</b>	<b>130,985</b>	<b>\$</b>	<b>17,445</b>

The amount report as deferred outflows of resources related to pensions resulting from government contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:		
2022	\$	(19,099)
2023		(19,099)
2024		(19,099)
2025		(19,098)
<b>Total</b>	<b>\$</b>	<b>(76,395)</b>

*Actuarial assumptions.* Net pension liability and net pension asset were determined by actuarial valuations as of June 30, 2020 for all plans, using the following actuarial assumptions, applied to all periods included in the measurement.

Inflation	3.0%
Salary Increases	State: 3.1% - 5.3% average, including inflation Non-State: 3.35% - 6.5% average, including inflation
Investment Rate of Return	7.5% net of pension plan investment expense, including inflation

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

Mortality rates were based on the following:

- Active: 100% of Pub-2010 General Employees table, below-median, headcount weighted, projected with scale MP-2018
- Retired Healthy Males: 108% of Pub-2010 General Retiree Male table, below-median, headcount weighted, projected with scale MP-2018
- Retired Healthy Females: 122% of Pub-2010 General Retiree Female table, below-median, headcount weighted, projected with scale MP-2018
- Disables Males: 118% of Pub-2010 General / Teachers Disabled Male table, below-median, headcount weighted, projected with scale MP-2018
- Disabled Females: 118% of Pub-2010 General / Teachers Disabled Female table, below-median, headcount weighted, projected with scale MP-2018

The date range of the most recent experience study was from 2013-2018.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocations	Long-Term Expected Real Rate of Return
US Equity	27.5%	5.8%
International Equity	27.5%	7.7%
Core Fixed Income	15.0%	3.3%
Real Estate	10.0%	6.1%
Private Equity	10.0%	8.8%
Hedge Funds	10.0%	4.4%
Total	100.0%	

*Discount rate.* The discount rate used to measure the total pension liability was 7.5% for all defined benefit plans. The projections of cash flows used to determine the discount rates assumed that employer contributions will continue to follow the current funding policies.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

Based on those assumptions, the fiduciary net position of each defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liabilities of each plan.

The following chart presents the sensitivity of the net pension liability (asset) to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current rate:

	Current Discount Rate	
1% Decrease (6.5%)	(7.5%)	1 % Increase (8.5%)
\$ 422,684	\$ 165,897	\$ (51,221)

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS financial report available at the Consolidated Public Retirement Board's website at [www.wvretirement.com](http://www.wvretirement.com). That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

**5. LONG-TERM OBLIGATIONS**

Changes in long-term obligations of the Bureau during the year ended June 30, 2021 were as follows:

	Balance at June 30, 2020	Additions	Deductions	Balance at June 30, 2021
Net OPEB Liability	\$ 142,948	\$ -	\$ (104,558)	\$ 38,390
Net Pension Liability	67,211	98,686	-	165,897
Total	<u>\$ 210,159</u>	<u>\$ 98,686</u>	<u>\$ (104,558)</u>	<u>\$ 204,287</u>

**6. EMPLOYEE RETIREMENT SYSTEMS AND PLANS**

*Plan Description.* The government contributes to the West Virginia Other Postemployment Benefit Plan (the Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administrated by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of nine members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as Chairman of the Board. Four members represent labor, education, public employees and public retirees. The four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 64,000 covered lives at June 30, 2021.

The RHBT audited financial statements and actuarial reports can be found on the PEIA website at [www.peia.wv.gov](http://www.peia.wv.gov). You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57<sup>th</sup> Street, SE, Suite 2, Charleston, WV, 25304.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

*Benefits provided.* The Plan provides medical and prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouse) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

*Contributions.* Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute to the RHBT this premium at the established rate for every active policyholder per month. This active premium subsidized the retirees' health care by approximately \$152 million for both fiscal years ending 2021.

**OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At fiscal year-end, the government reported a liability for its proportionate share of the net OPEB liability that reflected a reduction for State OPEB support provided to the government. The amount recognized by the government as its proportionate share of the net OPEB liability, the related State support, and the total portion of the net OPEB liability that was associated with the government were \$38,390. The State's proportionate share of the net OPEB liability associated with the government \$69,790 for a total proportionate share of the net OPEB liability \$108,180.

The net OPEB liability was measured as of July 1, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Board's proportion of the net OPEB liability was based on a project of the Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating organizations, actuarially determined. At July 1, 2021, the Board's proportion was 0.008691685%, which was an increase of 0.000075874% from its proportion measured as of July 1, 2020.

For the year ended June 30, 2021, the Board recognized OPEB expense of 25,644. Of this amount, \$26,324 was recognized as the Board's proportionate share of OPEB expense and \$(680) as the amount of OPEB expense attributable to special funding from a non-employer contributing entity.



**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

At June 30, 2021, the Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

		Deferred Outflows Of Resources		Deferred Inflows Of Resources
Net difference between projected and actual earnings on OPEB Plan investments	\$	4,213	\$	24,892
Reallocation of opt-out employer Change in Proportion Share		-		2,306
Differences between expected and actual experiences		-		1,299
Changes in Assumptions		-		86,655
Changes in Proportion and differences between employer contributions and proportionate share of Contributions		15,033		8,420
Board contributions subsequent to the measurement date		51,236		-
Total	\$	70,482	\$	123,572

\$51,236 reported as deferred outflows or resources related to OPEB resulting from Board contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:		
2022	\$	(19,684)
2023		(19,684)
2024		(19,684)
2025		(19,682)
Total	\$	(78,734)

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

*Actuarial Assumptions.* The net OPEB liability was determined by an actuarial valuation as of June 30, 2020, rolled forward to June 30, 2021, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.25%
Wage Inflation:	4.00%
Asset Valuation Method:	Market Value
Salary increases	Dependent upon pension system ranging from 2.75% to 5.18%, including inflation
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition.
Investment rate of return	6.65%, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	Trend Rate for pre-Medicare per capita costs of 7.0% for plan year end 2022, decreasing by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year 2032. Trend rate for Medicare per capita costs of 31.11% for plan year end 2022. 9.15% for plan year end 2023, decreasing by 0.5% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2036.
Aging Factors	Based on the 2013 SOA Study “Health Care Costs – From Birth to Death”
Expenses	Health administrative expenses are included in the development of the per capita claims cost. Operating expenses are included as a component of the annual expense.
Actuarial cost method	Entry Age Normal Cost Method
Amortization method	Level percentage of payroll over a 20-year closed period
Remaining amortization period	20 years closed as of June 30, 2017

Mortality rates were based on the RP-2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis for PERS and TRS. RP-2014 Healthy Annuitant Mortality Table projected with scale MP-2016 on a fully generational basis for Troopers A and B. Pre-Retirement: RP-2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis for PERS and TRS. RP-2014 Employee Mortality Table projected with Scale MP-2016 on a fully generational basis for Troopers A and B.

The actuarial assumptions used in the June 30, 2020 valuations were based on the results of an actuarial experience study for the period July 1, 2015 – June 30, 2020.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

Target asset allocations, capital market assumptions (“CMA”), and a 10-year forecast of nominal geometric returns by major asset class were provided by the plan’s investment advisors, including the West Virginia Investment Management Board (“WV-IMB”). The projected nominal return for the Money Market Pool held with the West Virginia Board of Treasury Investments (“WV-BTI”) was estimated based on WV-IMB assumed inflation of 2.0% plus a 25 basis point spread.

The target allocation and estimated of annualized long-term expected real returns assuming a 10-year horizon are summarized below:

<b>Asset Class</b>	<b>June 30, 2021 Long-Term Expected Real Rate of Return</b>
Global Equity	4.8%
Core Fixed Income	2.1%
Hedge Fund	2.4%
Private Equity	6.8%
Real Estate	4.1%
Opportunistic Income	0.0%
Cash	0.3%

*Discount Rate.* A single discount rate of 6.65% was used to measure the total OPEB liability. The projection of cash flows used to determine the discount rate assumed that contributions would be made at rates equal to the actuarially determined contribution rates, in accordance with prefunding and investment policies. The OPEB plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

*Sensitivity of the Board’s proportionate share of the net OPEB liability to changes in the discount rate.* The following presents the Board’s proportionate share of the net OPEB liability, as well as what the Board’s proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15 percent) or 1-percentage-point higher (8.15 percent) than the current discount rate:

Total June 30, 2021 Net OPEB Liability:

1% Decrease (5.65%)	Current Discount Rate (6.65%)	1 % Increase (7.65%)
\$ <u>54,750</u>	\$ <u>38,390</u>	\$ <u>24,695</u>

*Sensitivity of the Board’s proportionate share of the net OPEB liability to changes in the healthcare cost trend rates.* The following presents the Board’s proportionate share of the net OPEB liability, as well as what the Board’s proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2021**

---

Total June 30, 2021 Net OPEB Liability:

1% Decrease	Healthcare Cost Trend Rates	1 % Increase
\$ <u>23,100</u>	\$ <u>38,390</u>	\$ <u>56,858</u>

*OPEB plan fiduciary net position.* Detailed information about the OPEB plan’s fiduciary net position is available in the separately issued financial report issued by the PEIA which is a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees’ Insurance Association, Building 5, Room 1000, 1900 Kanawha Boulevard East, Charleston, WV 25305.

**7. SUBSEQUENT EVENTS**

The Bureau has evaluated subsequent events and transactions for potential recognition or disclosure through November 23, 2021, the date the financial statements were available to be issued.

**CHARLESTON CONVENTION AND VISITORS BUREAU  
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
FOR THE YEAR ENDED JUNE 30, 2021**

---

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Board's proportion of the net pension liability	0.031380%	0.031259%	0.035289%	0.032238%	0.029764%	0.030998%	0.033265%
Board's proportionate share of the net pension liability	\$ 167,897	\$ 67,211	\$ 91,135	\$ 139,767	\$ 273,570	\$ 173,094	\$ 122,770
Board's covered-employee payroll	\$ 438,200	\$ 487,617	\$ 487,580	\$ 444,543	\$ 408,835	\$ 462,334	\$ 445,455
Board's proportionate share of the net pension liability as a percentage of its covered-employee payroll	38.32%	13.78%	18.69%	31.44%	66.91%	37.44%	27.56%
Plan fiduciary net position as a percentage of the total pension liability	92.89%	96.99%	96.33%	93.67%	86.11%	94.23%	91.29%

\* - Information for years prior to 2013 were not available.

**CHARLESTON COVENTION AND VISITORS BUREAU  
SCHEDULE OF CONTRIBUTIONS - PENSIONS  
WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 43,820	\$ 48,762	\$ 45,892	\$ 53,634	\$ 53,345	\$ 55,193	\$ 58,853	\$ 64,591
Contributions in relation to the contractually required contribution	<u>43,820</u>	<u>48,762</u>	<u>45,892</u>	<u>53,634</u>	<u>53,345</u>	<u>55,193</u>	<u>58,853</u>	<u>64,591</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board covered-employee payroll	\$ 438,200	\$ 487,618	\$ 458,914	\$ 487,580	\$ 444,543	\$ 408,835	\$ 462,334	\$ 445,455
Contributions as a percentage of covered-employee payroll	10.00%	10.00%	10.00%	11.00%	12.00%	13.50%	12.73%	14.50%

\*Information prior to 2014 is not available

**CHARLESTON CONVENTION AND VISITORS BUREAU  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET  
OTHER POST-EMPLOYMENT BENEFITS LIABILITY  
FOR THE YEAR ENDED JUNE 30, 2021**

**Public Employees Insurance Agency**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Board's proportion of the net position liability (asset) (percentage)	0.008691685%	0.008615811%	0.009181334%	0.007491297%	0.008003907%
Board's proportionate share of the net other post-employment benefits liability	\$ 38,390	\$ 142,948	\$ 196,980	\$ 184,210	\$ 198,763
State's proportionate share of the net other post-employment benefits liability	<u>5,958</u>	<u>69,790</u>	<u>40,710</u>	<u>37,837</u>	<u>-</u>
Total proportionate share of the net other post-employment benefits liability	<u>\$ 44,348</u>	<u>\$ 212,738</u>	<u>\$ 237,690</u>	<u>\$ 222,047</u>	<u>\$ 198,763</u>
Board's covered-employee payroll	\$ 447,966	\$ 487,617	\$ 487,580	\$ 444,543	\$ 408,835
Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	8.57%	29.32%	40.40%	41.44%	48.62%
Plan fiduciary net position as a percentage of the total net pension liability	25.79%	39.69%	30.98%	25.10%	21.64%

\*Information prior to 2016 is not available

**CHARLESTON COVENTION AND VISITORS BUREAU  
SCHEDULE OF CONTRIBUTIONS - OPEB  
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contribution	\$ 25,644	\$ 16,800	\$ 17,751	\$ 18,762	\$ 15,387	\$ 13,692
Contributions in relation to the contractually required contribution	<u>25,644</u>	<u>16,800</u>	<u>17,751</u>	<u>18,762</u>	<u>15,387</u>	<u>13,692</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board's covered-employee payroll	\$ 447,966	\$ 487,617	\$ 458,914	\$ 487,580	\$ 444,543	\$ 408,835
Contributions as a percentage of covered-employee payroll	5.72%	3.45%	3.87%	3.85%	3.46%	3.35%

\*Information prior to 2016 is not available



**CHARLESTON CONVENTION AND VISITORS BUREAU  
(A COMPONENT UNIT OF THE CITY OF CHARLESTON)  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2021**

---

**1. Changes in Assumptions PERS**

Changes in the assumptions between the 2015 and 2014 valuations:

Projected salary increases went from 4.25\*6% in 2014 to 3-6% in 2015; the inflation rate went from 2.2% in 2015 to 1.9% in 2015; Mortality rates changed due to from the Gam model to RP-2000 model; withdrawal rates went from 1-31.2% in 2014 to 1.75-35.8% in 2015; disability rates went from 0-.8% in 2014 to 0-.675% in 2015; The range of the experience study was 2004-2009 in 2014 and 2009-20014 in 2015. These changes in assumptions lead to deferred inflows of \$89,556,000 in 2015.

**2. Changes in Assumptions OPEB**

Changes in the assumptions between the 2018 and 2017 valuations:

Certain assumptions have been changed since the prior measurement date. The assumption changes that most significantly impacted the Net OPEB Liability are as follows: the inclusion of waived annuitants increased the liability by approximately \$17 million; a 15% reduction in the retirement rate assumption decreased the liability by approximately \$68 million; a change in certain healthcare-related assumptions decreased the liability by approximately \$232 million; and an update to the morality tables increased the liability by approximately \$25 million. Certain other assumption changes were noted but not materially impact the Net OPEB Liability.

Changes in the assumptions between the 2016 and 2015 valuations:

Certain economic and behavioral assumptions are unique to healthcare benefits. These assumptions include the healthcare trend, per capita claims costs, the likelihood that a member selects healthcare coverage and the likelihood that a retiree selects one-person, two person or family coverage. These assumptions were updated based on a recent experience study performed by the RHBT actuaries using five-year experience data through Just 30, 2015. The updated per capita claims costs were also based on recent claims, enrollment and premium information as of the valuation date.

For the June 30, 2016 valuation, the retiree healthcare participation assumption of each retirement plan is slightly higher than the previous assumption used in the June 30, 2015. OPEB valuation. More members who were covered as actives will be assumed to participate as retirees.

The 2016 and 2015 valuations include consideration of the \$30 million annual appropriations under Senate Bill 419, through July 1, 2037, or if earlier, the year the benefit obligation is fully funded. Additionally, the presentation of covered payroll was changed for the June 30, 2015, actuarial valuation. Participating employees hired before July 1, 2010, pay retiree premiums that are subsidized based on years of service at retirement. Participating employees hired on or after July1, 2010, are required to fully fund premium contributions upon retirement. Consequently, beginning June 30, 2015, actuarial valuation covered payroll represents only the payroll of those OPEB eligible participating employees that were hired before July 1, 2010, allowing a better representation of the UAAL as a percentage of covered payroll, whereas, for prior years, covered payroll is in total for all participating employees.



**Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards***

Charleston Convention and Visitors Bureau  
601 Morris Street, Suite 2014  
Charleston, West Virginia 25301

To the Board of Directors:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Charleston Convention and Visitors Bureau (the Bureau), a component unit of the City of Charleston, West Virginia as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements and have issued our report thereon dated November 23, 2021.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Bureau's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Bureau's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Bureau's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

***Compliance and Other Matters***

As part of reasonably assuring whether the Bureau's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Bureau's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Bureau's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BHM CPA Group*

BHM CPA Group, Inc  
Huntington, West Virginia  
November 23, 2021

# Charleston Convention & Visitors Bureau

## Profit and Loss % of Total Income

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	% OF INCOME
<b>Income</b>		
4000 Funding - Public Sources		
401 Charleston Room Tax	1,390,985.48	85.91 %
410 ARPA Revenues	48,382.55	2.99 %
<b>Total 4000 Funding - Public Sources</b>	<b>1,439,368.03</b>	<b>88.90 %</b>
4500 Funding - Private Sources		
460 Tourism Industry Partner In{71}	46,114.60	2.85 %
465 Event Registration	3,826.46	0.24 %
480 Interest Income	870.12	0.05 %
<b>Total 4500 Funding - Private Sources</b>	<b>50,811.18</b>	<b>3.14 %</b>
49900 Uncategorized Income		
493 PPP Loan Forgiveness	123,848.17	7.65 %
494 Miscellaneous Income	5,000.00	0.31 %
<b>Total 49900 Uncategorized Income</b>	<b>128,848.17</b>	<b>7.96 %</b>
<b>Total Income</b>	<b>\$1,619,027.38</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$1,619,027.38</b>	<b>100.00 %</b>
<b>Expenses</b>		
5000 Sales		
530 Travel	12,068.48	0.75 %
531 Meals & Entertainment	6,248.73	0.39 %
532 Hotels	9,302.39	0.57 %
553 Trade Shows/Reg Fees/Sponsorshi	28,063.90	1.73 %
576 Sales Dues & Subscriptions	9,135.31	0.56 %
<b>Total 5000 Sales</b>	<b>64,818.81</b>	<b>4.00 %</b>
6000 Services		
663 Special Needs/Events	6,469.35	0.40 %
665 Giveaway Items	5,783.92	0.36 %
668 Spec Events/Conf/Meetings	6.41	0.00 %
<b>Total 6000 Services</b>	<b>12,259.68</b>	<b>0.76 %</b>
7000 Marketing		
725 PR-Hotel/Travel/Meals/Misc	65.66	0.00 %
730 Marketing/PR Services	2,242.05	0.14 %
736 Website Hosting/Maintenance	1,687.50	0.10 %
752 Production/Printing/TV/Radio/Vi	15,575.64	0.96 %
754 Marketing Supplies	1,848.85	0.11 %
770 Marketing Advertising-Non Grant	104,610.56	6.46 %
791 ARPA Expenses	185,811.85	11.48 %
<b>Total 7000 Marketing</b>	<b>311,842.11</b>	<b>19.26 %</b>

# Charleston Convention & Visitors Bureau

## Profit and Loss % of Total Income

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	% OF INCOME
7500 Incentives		
775 Incentive Fund	224,319.43	13.86 %
<b>Total 7500 Incentives</b>	<b>224,319.43</b>	<b>13.86 %</b>
8000 Payroll Expenses		
800 Employee Compensation	451,629.13	27.90 %
801 Medical	47,454.50	2.93 %
802 Retirement	47,903.07	2.96 %
803 Company Paid FICA	37,816.68	2.34 %
804 State & Federal Unemployment	169.35	0.01 %
805 Workers Comp	5,606.48	0.35 %
Company Contributions		
Health Insurance	0.00	0.00 %
Retirement	0.00	0.00 %
<b>Total Company Contributions</b>	<b>0.00</b>	<b>0.00 %</b>
Taxes	0.00	0.00 %
Wages	0.00	0.00 %
<b>Total 8000 Payroll Expenses</b>	<b>590,579.21</b>	<b>36.48 %</b>
8100 Administrative		
810 Professional Services	10,360.00	0.64 %
811 Business Insurance	3,606.00	0.22 %
812 Bank Service Charges	15.00	0.00 %
813 Office/Comp. Supplies/Services	5,074.65	0.31 %
815 Telephone	4,913.70	0.30 %
816 Postage	6,151.27	0.38 %
819 Office Rent	1,500.00	0.09 %
821 Professional Development	6,244.00	0.39 %
822 Non Sales Travel	4,147.62	0.26 %
823 Meals for CVB Meetings	9,725.77	0.60 %
824 Storage Rental	6,648.00	0.41 %
825 InterestBank/Collection Fees	218.89	0.01 %
826 Miscellaneous	14.65	0.00 %
827 Memberships/Dues/Lic Fees	16,696.02	1.03 %
828 Equipment Rentals	2,111.80	0.13 %
<b>Total 8100 Administrative</b>	<b>77,427.37</b>	<b>4.78 %</b>
840 Depreciation Expense	1,665.96	0.10 %
<b>Total Expenses</b>	<b>\$1,282,912.57</b>	<b>79.24 %</b>
NET OPERATING INCOME	<b>\$336,114.81</b>	<b>20.76 %</b>
NET INCOME	<b>\$336,114.81</b>	<b>20.76 %</b>

# Charleston Convention & Visitors Bureau

## Balance Sheet Comparison

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100 Wesbanco	525,931.29	312,921.32
106 United Bank - CD	108,301.86	108,193.62
107 Wesbanco - CD	105,586.11	105,471.96
108 Wesbanco - CD #2	105,586.11	105,471.96
110 Petty Cash	500.00	0.00
<b>Total Bank Accounts</b>	<b>\$845,905.37</b>	<b>\$632,058.86</b>
Accounts Receivable		
120 Accounts Receivable	256,239.59	256,546.70
<b>Total Accounts Receivable</b>	<b>\$256,239.59</b>	<b>\$256,546.70</b>
<b>Total Current Assets</b>	<b>\$1,102,144.96</b>	<b>\$888,605.56</b>
Fixed Assets		
172 Furniture & Fixtures	45,775.23	45,775.23
173 Accum Depr. - Furniture & Fixtu	-45,775.23	-45,775.23
174 Office Machines & Equipment	46,084.40	44,235.44
175 Accum. Deprec. - Off Mach. & Eq	-42,786.51	-41,120.55
<b>Total Fixed Assets</b>	<b>\$3,297.89</b>	<b>\$3,114.89</b>
Other Assets		
190 Deferred Outflows - Pension	130,985.00	130,985.00
191 Deferred Outflow - OPEB	70,482.00	70,482.00
<b>Total Other Assets</b>	<b>\$201,467.00</b>	<b>\$201,467.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,306,909.85</b>	<b>\$1,093,187.45</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	14,372.03	14,916.50
EIDL ADVANCE	159,900.00	159,900.00
<b>Total Accounts Payable</b>	<b>\$174,272.03</b>	<b>\$174,816.50</b>
Other Current Liabilities		
2000 Payroll Liabilities	0.00	0.00
232 WV State Tax Withholding	1,686.00	-25.00
233 FICA / MC Liability	4,172.45	4,746.34
234 FUTA Liability	294.75	341.63
235 SUTA Liability	1,258.13	47.83
237 City User Fee Withholding	78.00	130.00
Pretax Dental&Vision	0.00	248.30

# Charleston Convention & Visitors Bureau

## Balance Sheet Comparison

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
<b>Total 2000 Payroll Liabilities</b>	<b>7,489.33</b>	<b>5,489.10</b>
2100 PPP Loan	0.00	123,848.17
<b>Total Other Current Liabilities</b>	<b>\$7,489.33</b>	<b>\$129,337.27</b>
<b>Total Current Liabilities</b>	<b>\$181,761.36</b>	<b>\$304,153.77</b>
Long-Term Liabilities		
281 Net Pension Liability	165,897.00	165,897.00
282 Deferred Inflows - Pension	17,445.00	17,445.00
283 OPEB Liability	38,390.00	38,390.00
284 Deferred Inflows - OPEB	123,572.00	123,572.00
<b>Total Long-Term Liabilities</b>	<b>\$345,304.00</b>	<b>\$345,304.00</b>
<b>Total Liabilities</b>	<b>\$527,065.36</b>	<b>\$649,457.77</b>
Equity		
302 Board Designated Incentive Fund	130,150.00	130,150.00
32000 Retained Earnings	313,579.68	203,461.10
Net Income	336,114.81	110,118.58
<b>Total Equity</b>	<b>\$779,844.49</b>	<b>\$443,729.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,306,909.85</b>	<b>\$1,093,187.45</b>

**Charleston Convention & Visitors Bureau**  
**Profit and Loss Comparison**  
July 2021 - June 2022

	Total		Budget	over Budget	SB 100% of Budget
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PY)			
<b>Income</b>					
4000 Funding - Public Sources			50,000.00		0.00%
401 Charleston Room Tax	1,390,985.48	920,787.51	1,062,000.00	328,985.48	130.98%
410 ARPA Revenues	48,382.55	0.00	0.00	48,382.55	
<b>Total 4000 Funding - Public Sources</b>	<b>\$ 1,439,368.03</b>	<b>\$ 920,787.51</b>	<b>\$ 1,112,000.00</b>	<b>\$ 327,368.03</b>	<b>129.44%</b>
4500 Funding - Private Sources					
460 Tourism Industry Partner In{71}	46,114.60	19,798.72	0.00	46,114.60	
465 Event Registration	3,826.46	0.00	0.00	3,826.46	
480 Interest Income	870.12	301.74	0.00	870.12	
<b>Total 4500 Funding - Private Sources</b>	<b>\$ 50,811.18</b>	<b>\$ 20,100.46</b>	<b>\$ 0.00</b>	<b>\$ 50,811.18</b>	
4990 Uncategorized Income					
492 Gain(Loss) on Disposal of Asset	0.00	-2,865.00	0.00	0.00	
493 PPP Loan Forgiveness	123,848.17	106,002.00	0.00	123,848.17	
494 Miscellaneous Income	5,000.00	0.00	0.00	5,000.00	
<b>Total 4990 Uncategorized Income</b>	<b>\$ 128,848.17</b>	<b>\$ 103,137.00</b>	<b>\$ 0.00</b>	<b>\$ 128,848.17</b>	
<b>Total Income</b>	<b>\$ 1,619,027.38</b>	<b>\$ 1,044,024.97</b>	<b>\$ 1,112,000.00</b>	<b>\$ 507,027.38</b>	<b>145.60%</b>
<b>Gross Profit</b>	<b>\$ 1,619,027.38</b>	<b>\$ 1,044,024.97</b>	<b>\$ 1,112,000.00</b>	<b>\$ 507,027.38</b>	<b>145.60%</b>
<b>Expenses</b>					
5000 Sales					
530 Travel	12,068.48	1,797.84	15,000.00	-2,931.52	80.46%
531 Meals & Entertainment	6,248.73	486.27	19,650.00	-13,401.27	31.80%
532 Hotels	9,302.39	306.34	15,000.00	-5,697.61	62.02%
553 Trade Shows/Reg Fees/Sponsorshi	28,063.90	1,000.00	12,000.00	16,063.90	233.87%
576 Sales Dues & Subscriptions	9,135.31	7,263.14	10,000.00	-864.69	91.35%
<b>Total 5000 Sales</b>	<b>\$ 64,818.81</b>	<b>\$ 10,853.59</b>	<b>\$ 71,650.00</b>	<b>-\$ 6,831.19</b>	<b>90.47%</b>
6000 Services				0.00	
663 Special Needs/Events	6,469.35	349.66	5,000.00	1,469.35	129.39%
665 Giveaway Items	5,783.92	135.00	500.00	5,283.92	1156.78%
668 Spec Events/Conf/Meetings	6.41	0.00	0.00	6.41	
<b>Total 6000 Services</b>	<b>\$ 12,259.68</b>	<b>\$ 484.66</b>	<b>\$ 5,500.00</b>	<b>\$ 6,759.68</b>	<b>222.90%</b>
7000 Marketing				0.00	
725 PR-Hotel/Travel/Meals/Misc	65.66	382.12	5,000.00	-4,934.34	1.31%
730 Marketing/PR Services	2,242.05	21,896.78	3,350.00	-1,107.95	66.93%
735 Video Production	0.00	0.00	3,000.00	-3,000.00	0.00%
736 Website Hosting/Maintenance	1,687.50	6,587.50	6,000.00	-4,312.50	28.13%
752 Production/Printing/TV/Radio/Vi	15,575.64	3,436.64	1,000.00	14,575.64	1557.56%
754 Marketing Supplies	1,848.85	0.00	0.00	1,848.85	
770 Marketing Advertising-Non Grant	104,610.56	172,560.45	141,250.00	-36,639.44	74.06%
771 Sponsorships - non grant	0.00	6,200.00	0.00	0.00	
791 ARPA Expenses	185,811.85	0.00	0.00	185,811.85	



**Charleston Convention & Visitors Bureau**  
**Profit and Loss Comparison**  
July 2021 - June 2022

	Total		Budget	over Budget	SB 100% of Budget
	Jul 2021 - Jun 2022	Jul 2020 - Jun 2021 (PY)			
<b>Total 7000 Marketing</b>	<b>\$ 311,842.11</b>	<b>\$ 211,063.49</b>	<b>\$ 159,600.00</b>	<b>\$ 152,242.11</b>	<b>195.39%</b>
<b>7500 Incentives</b>					
775 Incentive Fund	224,319.43	90,578.11	144,092.00	80,227.43	155.68%
<b>Total 7500 Incentives</b>	<b>\$ 224,319.43</b>	<b>\$ 90,578.11</b>	<b>\$ 144,092.00</b>	<b>\$ 80,227.43</b>	<b>155.68%</b>
<b>8000 Payroll Expenses</b>					
800 Employee Compensation	451,629.13	499,138.92	512,000.00	-60,370.87	88.21%
801 Medical	47,454.50	50,335.76	59,000.00	-11,545.50	80.43%
802 Retirement	47,903.07	-36,803.04	50,000.00	-2,096.93	95.81%
803 Company Paid FICA	37,816.68	37,005.89	39,200.00	-1,383.32	96.47%
804 State & Federal Unemployment	169.35	1,795.72	4,200.00	-4,030.65	4.03%
805 Workers Comp	5,606.48	9,183.84	6,200.00	-593.52	90.43%
<b>Total 8000 Payroll Expenses</b>	<b>\$ 590,579.21</b>	<b>\$ 560,657.09</b>	<b>\$ 670,600.00</b>	<b>-\$ 80,020.79</b>	<b>88.07%</b>
<b>8100 Administrative</b>					
810 Professional Services	10,360.00	9,390.00	11,000.00	-640.00	94.18%
811 Business Insurance	3,606.00	5,058.00	5,200.00	-1,594.00	69.35%
812 Bank Service Charges	15.00	18.99	0.00	15.00	
813 Office/Comp. Supplies/Services	5,074.65	1,453.49	4,000.00	1,074.65	126.87%
815 Telephone	4,913.70	5,808.09	6,500.00	-1,586.30	75.60%
816 Postage	6,151.27	2,657.43	8,000.00	-1,848.73	76.89%
819 Office Rent	1,500.00	5,808.00	0.00	1,500.00	
821 Professional Development	6,244.00	476.00	0.00	6,244.00	
822 Non Sales Travel	4,147.62	56.38	0.00	4,147.62	
823 Meals for CVB Meetings	9,725.77	407.98	500.00	9,225.77	1945.15%
824 Storage Rental	6,648.00	6,419.00	8,000.00	-1,352.00	83.10%
825 InterestBank/Collection Fees	218.89	567.91	7,358.00	-7,139.11	2.97%
826 Miscellaneous	14.65	-7.95	0.00	14.65	
827 Memberships/Dues/Lic Fees	16,696.02	15,342.60	10,000.00	6,696.02	166.96%
828 Equipment Rentals	2,111.80	2,041.95	0.00	2,111.80	
<b>Total 8100 Administrative</b>	<b>\$ 77,427.37</b>	<b>\$ 55,497.87</b>	<b>\$ 60,558.00</b>	<b>\$ 16,869.37</b>	
833 Uncollectibles	0.00	2,638.58	0.00	0.00	
840 Depreciation Expense	1,665.96	2,133.00	0.00	1,665.96	
<b>Total Expenses</b>	<b>\$ 1,282,912.57</b>	<b>\$ 933,906.39</b>	<b>\$ 1,112,000.00</b>	<b>\$ 170,912.57</b>	<b>115.37%</b>
<b>Net Operating Income</b>	<b>\$ 336,114.81</b>	<b>\$ 110,118.58</b>	<b>\$ 0.00</b>	<b>\$ 336,114.81</b>	
<b>Net Income</b>	<b>\$ 336,114.81</b>	<b>\$ 110,118.58</b>	<b>\$ 0.00</b>	<b>\$ 336,114.81</b>	