



RFP# 22-187
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, 2022

DRAFT

**CHARLETON CONVENTION AND VISITORS BUREAU
TABLE OF CONTENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

TITLE	PAGE
Independent Auditor's Report	1
Basic Financial Statements:	
<i>Fund Financial Statements:</i>	
Statement of Net Position	4
Statement of Revenues, Expenses and Changes in Fund Net Position	5
Statement of Cash Flows	6
Notes to the Financial Statements	7
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

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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 Audit of the Financial Statements

Opinion

We have audited the financial statements of the Charleston Convention and Visitors Bureau, Kanawha County, West Virginia (the Bureau), a component unit of the City of Charleston, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position, of the Charleston Convention and Visitors Bureau, Kanawha County, West Virginia as of June 30, 2022, for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Charleston Convention and Visitors Bureau, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis*, and schedules of net pension and other post-employment benefit liabilities and pension and other post-employment benefit contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards

generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The Bureau has omitted the managements discussion and analysis. Our opinion on the basic financial statements is not affected by the missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued¹ our report dated November 30, 2022, 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. The purpose of that report is solely 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 effectiveness of the Bureau's 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

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BHM CPA Group, Inc
Huntington, West Virginia
November 30, 2022

CHARLESTON CONVENTION AND VISITORS BUREAU
STATEMENT OF NET POSITION
AS OF JUNE 30, 2022

ASSETS:

Current Assets:	
Cash and cash equivalents	\$ 839,780
Receivables:	
Accounts	268,938
Total current assets	<u>\$ 1,108,718</u>

Noncurrent Assets

Capital assets	
Furniture and fixtures	45,775
Machinery and equipment	46,084
Less accumulated depreciation	(88,562)
Capital assets, net	<u>3,297</u>

Other Noncurrent Assets

Net Pension Asset	275,768
Net OPEB Asset	2,139
Total other noncurrent assets	<u>277,907</u>

Total noncurrent assets	<u>281,204</u>
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Total assets	<u>1,389,922</u>
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Deferred Outflows of Resources	
Deferred outflows - Pension	131,961
Deferred outflows - OPEB	43,549
Total deferred outflows of resources	<u>175,510</u>

Total Assets and Deferred Outflows of Resources	<u>1,565,432</u>
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LIABILITIES

Current liabilities	
Accounts payable	168,647
Accrued expenses	7,489
Total current liabilities	<u>176,136</u>

Deferred inflows of Resources	
Deferred inflows - Pension	358,545
Deferred inflows - OPEB	98,160
Total deferred inflows of resources	<u>456,705</u>

NET POSITION

Investment in capital assets	3,297
Unrestricted	929,294
Total net position	<u>932,591</u>

Total Liabilities, Deferred Intflows of Resources, and Net Position	<u>\$ 1,565,432</u>
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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, 2022

Operating revenues		
Sponsorship fees	\$	48,383
		48,383
<i>Total operating revenues</i>		
		48,383
Operating expenses		
Personal services		450,030
Administrative and general		77,427
Sales promotion		613,241
Depreciation		1,666
Total operating expenses		1,142,364
Operating income / (loss)		(1,093,981)
Nonoperating revenues/(expenses)		
Interest revenue		870
Loan Forgiveness		123,848
Contributions		1,453,125
Miscellaneous income		5,000
Total nonoperating revenues/(expenses)		1,582,843
Change in net position		488,862
Net position - beginning of year		443,729
Net position - end of year	\$	932,591

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, 2022

Cash flows from operating activities:	
Cash received from customers	\$ 39,143
Cash paid for goods and services	(697,086)
Cash paid to employees	<u>(712,179)</u>
Net cash provided (used) by operating activities	<u>(1,370,122)</u>
Cash flows from noncapital financing activities:	
Contributions	1,453,125
Loan Forgiveness	<u>123,848</u>
Net cash provided (used) by noncapital financing activities	<u>1,576,973</u>
Cash flows from investing activities:	
Interest income	<u>870</u>
Net cash provided (used) by investing activities	<u>870</u>
Net increase (decrease) in cash and equivalents	207,721
Cash and equivalents, beginning of year	<u>632,059</u>
Cash and equivalents, end of year	<u><u>\$ 839,780</u></u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income (loss)	\$ (1,093,981)
Adjustments:	
Depreciation	1,666
Decrease (increase) in operating assets	
Accounts receivable	(9,240)
Deferred outflows - Pension	(976)
Deferred outflows - OPEB	26,933
Increase (decrease) in operating liabilities	
Accounts payable	(6,418)
Accrued expenses	(121,600)
Deferred inflows - Pension	341,100
Deferred inflows - OPEB	(25,412)
OPEB liability	(314,158)
Pension liability	<u>(168,036)</u>
Total adjustments	(276,141)
Net cash provided (used) by operating activities	<u><u>\$ (1,370,122)</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, 2022**

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, 2022**

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, 2022, 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, 2022**

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, 2022.

The Board of Directors has designated unrestricted net position aggregating \$130,150 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, 2022 was \$958,669.

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, 2022**

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 \$844,310, 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, 2022 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Furniture and fixtures	\$ 45,775	\$ -	\$ -	\$ 45,775
Machinery and equipment	44,235	1,849	-	46,084
Less: accumulated depreciation	<u>(86,896)</u>	<u>(1,666)</u>	<u>-</u>	<u>(88,562)</u>
Total capital assets being depreciated, net	<u>\$ 3,114</u>	<u>\$ 183</u>	<u>\$ -</u>	<u>\$ 3,297</u>

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

Convention and Visitors Bureau	<u>\$ 1,666</u>
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**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, 2022**

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, 2021, 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, 2022, the government reported the following proportions, per the actuarial valuation, and increase/decreases from its proportions measured as of June 30, 2021.

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, 2022, the Bureau reported an asset of \$275,768 for its proportionate share of the net pension liability. The net pension asset was measured as of July 1, 2021, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Bureau's proportion of the net pension asset 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, 2022, the Bureau's proportion was 0.031411%, which was an increase of 0.000031% from its proportion measured as of July 1, 2021.

**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, 2022**

For the year ended June 30, 2022, the Bureau recognized pension expense of \$53,758. At June 30, 2022, the Bureau reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Public Employees Retirement System

		<u>Deferred Outflows Of Resources</u>	<u>Deferred Inflows Of Resources</u>
Difference between expected and actual experience	\$	31,472	\$ 1,045
Net difference between projected and actual investment earnings on pension plan investments		-	353,214
Changes in Assumptions		52,469	2,235
Changes in proportion and differences between Employer contributions and proportionate share of contributions		242	2,051
Board contributions subsequent to the measurement date		47,778	-
Total	\$	131,961	\$ 358,545

The amount reported 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, 2023. 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:		
2023	\$	(68,591)
2024		(68,591)
2025		(68,590)
2026		(68,590)
Total	\$	(274,362)

Actuarial assumptions. Net pension liability and net pension asset were determined by actuarial valuations as of June 30, 2021 for all plans, using the following actuarial assumptions, applied to all periods included in the measurement.

Inflation	2.75%
Salary Increases	State: 2.75% - 5.55% average, including inflation Non-State: 3.6% - 6.75% average, including inflation
Investment Rate of Return	7.25% 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, 2022**

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 2015-2020.

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 7.25% 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, 2022**

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:

1% Decrease (6.25%)	Current Discount Rate (7.25%)	1 % Increase (8.25%)
\$ (3,151)	\$ 275,768	\$ 511,190

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. That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

5. 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 Statement 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 20, 2022.

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

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 2022.

**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, 2022**

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

At fiscal year-end, the government reported an asset for its proportionate share of the net OPEB asset 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 asset, the related State support, and the total portion of the net OPEB asset that was associated with the government were \$2,139.

The net OPEB asset was measured as of July 1, 2021, and the total OPEB asset used to calculate the net OPEB asset was determined by an actuarial valuation as of that date. The Board's proportion of the net OPEB asset 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, 2022, the Board's proportion was 0.007194628%, which was a decrease of 0.001497057% from its proportion measured as of July 1, 2021.

For the year ended June 30, 2022, the Board recognized OPEB expense of 39,561.

At June 30, 2022, 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	\$ -	\$ 14,764
Reallocation of opt-out employer Change in Proportion Share	-	930
Differences between expected and actual experiences	-	14,737
Changes in Assumptions	-	45,269
Changes in Proportion and differences between employer contributions and proportionate share of Contributions	6,556	22,460
Board contributions subsequent to the measurement date	36,993	-
Total	\$ 43,549	\$ 98,160

**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, 2022**

\$63,071 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, 2023. 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:	
2023	\$ (22,901)
2024	(22,901)
2025	(22,901)
2026	(22,901)
Total	<u>\$ (91,604)</u>

Actuarial Assumptions. The net OPEB liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to June 30, 2022, 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

**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, 2022**

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, 2021 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.

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:

<u>Asset Class</u>	<u>June 30, 2022 Long-Term Expected Real Rate of Return</u>
Global Equity	4.8%
Core Fixed Income	2.1%
Hedge Fund	2.4%
Private Equity	6.8%
Real Estate	4.1%

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.

**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, 2022**

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 (5.65 percent) or 1-percentage-point higher (7.65 percent) than the current discount rate:

Total June 30, 2022 Net OPEB Liability/(Asset):

1% Decrease (5.65%)	Current Discount Rate (6.65%)	1 % Increase (7.65%)
\$ 11,480	\$ (2,139)	\$ (.13,447)

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:

Total June 30, 2022 Net OPEB Liability/(Asset):

1% Decrease	Healthcare Cost Trend Rates	1 % Increase
\$ (15,795)	\$ (2,139)	\$ 14,495

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.

6. SUBSEQUENT EVENTS

The Bureau has evaluated subsequent events and transactions for potential recognition or disclosure through November 30, 2022, 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, 2022**

	<u>2021</u>	<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	0.031411%	0.031380%	0.031259%	0.035289%	0.032238%	0.029764%	0.030998%	0.033265%
Board's proportionate share of the net pension liability/(asset)	\$ (275,768)	\$ 167,897	\$ 67,211	\$ 91,135	\$ 139,767	\$ 273,570	\$ 173,094	\$ 122,770
Board's covered-employee payroll	\$ 477,783	\$ 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	-57.72%	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	111.07%	92.89%	96.99%	96.33%	93.67%	86.11%	94.23%	91.29%

* - Information for years prior to 2014 were not available.

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**CHARLESTON COVENTION AND VISITORS BUREAU
SCHEDULE OF CONTRIBUTIONS - PENSIONS
WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>2022</u>	<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	\$ 47,778	\$ 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>47,778</u>	<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>	<u>\$ -</u>
Board covered-employee payroll	\$ 477,783	\$ 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%	10.00%	11.00%	12.00%	13.50%	12.73%	14.50%

*Information prior to 2014 is not available

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**CHARLESTON CONVENTION AND VISITORS BUREAU
SCHEDULE OF PROPORTIONATE SHARE OF THE NET
OTHER POST-EMPLOYMENT BENEFITS LIABILITY
FOR THE YEAR ENDED JUNE 30, 2022**

Public Employees Insurance Agency

	2021	2020	2019	2018	2017	2016
Board's proportion of the net position liability (asset) (percentage)	0.007194628%	0.008691685%	0.008615811%	0.009181334%	0.007491297%	0.008003907%
Board's proportionate share of the net other post-employment benefits liability/(asset)	\$ (2,139)	\$ 38,390	\$ 142,948	\$ 196,980	\$ 184,210	\$ 198,763
State's proportionate share of the net other post-employment benefits liability/(asset)	-	5,958	69,790	40,710	37,837	-
Total proportionate share of the net other post-employment benefits liability/(asset)	<u>\$ (2,139)</u>	<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	\$ 477,783	\$ 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	-0.45%	8.57%	29.32%	40.40%	41.44%	48.62%
Plan fiduciary net position as a percentage of the total net pension liability	101.81%	25.79%	39.69%	30.98%	25.10%	21.64%

*Information prior to 2016 is not available

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**CHARLESTON COVENTION AND VISITORS BUREAU
SCHEDULE OF CONTRIBUTIONS - OPEB
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contribution	\$ 36,993	\$ 25,644	\$ 16,800	\$ 17,751	\$ 18,762	\$ 15,387	\$ 13,692
Contributions in relation to the contractually required contribution	<u>36,993</u>	<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>	<u>\$ -</u>
Board's covered-employee payroll	\$ 477,783	\$ 447,966	\$ 487,617	\$ 458,914	\$ 487,580	\$ 444,543	\$ 408,835
Contributions as a percentage of covered-employee payroll	7.74%	5.72%	3.45%	3.87%	3.85%	3.46%	3.35%

*Information prior to 2016 is not available

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**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, 2022**

Note 1. Valuation date - Defined Benefit Pension Plan

Actuarially determined contribution rates are calculated as of August 31, ten months prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

- a. Actuarial cost method: Entry age
- b. Amortization method: Level percentage of payroll, closed
- c. Asset valuation method: Fair value (market value of assets)
- d. Salary Increases: 3.0%, average, including inflation
- e. Investment rate of return: 6.5%, net of plan investment expense, including inflation
- f. Retirement age: 50% for ages 62 - 69 and 100% at 70.
- g. Mortality: Mortality is based on the RP 2014 Mortality Table with base year 2006 and MP-2019 Scale Improvement for males and females.

Note 2. RHBT - OPEB Assumptions

The net OPEB liability (asset) was determined by an actuarial valuation as of June 30, 2020, and a measurement date of June 30, 2021, using the following actuarial assumptions:

- Inflation - 2.25%
- Salary increases - Rates based on 2015-2020 OPEB Experience Study and dependent on pension plan participation and attained age, and range from 2.75% to 5.18%, including inflation. Rates were first applied to the 2020 valuation.
- 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 2020, decreasing by 0.50% for one year then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032. Trend rate for Medicare per capita costs of (31.11%) for plan year end 2022. 9.15% for plan year end 2023, decreasing ratably each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2036.
- Actuarial cost method - Entry age normal cost method
- Amortization method - Level percentage of payroll over a 20 year closed period beginning June 30, 2017
- Asset valuation method - Market value

Additional information, if necessary, can be obtained from the RHBT audited Financial Statements, Required Supplementary Information, and Other Financial Information for the year ended June 30, 2021.



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 of America and the standards applicable of financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the Charleston Convention and Visitors Bureau, (the Bureau), a component unit of the City of Charleston, which comprise the statement of net position as of and for the year ended June 30, 2022, and the related statement of revenues, expenses and changes in net position, the statement of cash flows, 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 30, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bureau's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bureau's internal control.

A *deficiency in internal control* 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 and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Bureau's financial statements will not be prevented, or detected and corrected, on a timely basis. 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 deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bureau's 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 financial statements. 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 instance of noncompliance or other matters we must report under *Government Auditing Standard*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bureau's internal control or on compliance. This report is an integral part of an audit performed in accordance with *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 30, 2022

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Charleston Convention & Visitors Bureau

Profit and Loss Comparison

July 2022 - June 2023

	Total		Budget	over Budget	SB 100% of Budget
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)			
Income					
4000 Funding - Public Sources					
401 Charleston Room Tax	1,533,793.59	1,403,683.85	1,620,000.00	-86,206.41	94.68%
410 ARPA Revenues	362,500.59	48,382.55	880,000.00	-517,499.41	41.19%
Total 4000 Funding - Public Sources	\$ 1,896,294.18	\$ 1,452,066.40	\$ 2,500,000.00	-\$ 603,705.82	75.85%
4500 Funding - Private Sources					
460 Tourism Industry Partner In{71}	66,145.83	46,114.60		66,145.83	
465 Event Registration	27,024.00	3,326.46		27,024.00	
480 Interest Income	5,363.43	870.12		5,363.43	
Total 4500 Funding - Private Sources	\$ 98,533.26	\$ 50,311.18	\$ 0.00	\$ 98,533.26	
49900 Uncategorized Income					
493 PPP Loan Forgiveness		123,848.17		0.00	
494 Miscellaneous Income		5,000.00		0.00	
Total 49900 Uncategorized Income	\$ 0.00	\$ 128,848.17	\$ 0.00	\$ 0.00	
Total Income	\$ 1,994,827.44	\$ 1,631,225.75	\$ 2,500,000.00	-\$ 505,172.56	79.79%
Expenses					
5000 Sales					
530 Travel	20,303.94	12,068.48	15,000.00	5,303.94	135.36%
531 Meals & Entertainment	9,585.87	6,248.73	10,000.00	-414.13	95.86%
532 Hotels	25,634.04	9,302.39	30,000.00	-4,365.96	85.45%
553 Trade Shows/Reg Fees/Sponsorshi	10,868.08	28,063.90	16,000.00	-5,131.92	67.93%
576 Sales Dues & Subscriptions	20,486.01	9,135.31	12,500.00	7,986.01	163.89%
Total 5000 Sales	\$ 86,877.94	\$ 64,818.81	\$ 83,500.00	\$ 3,377.94	104.05%
6000 Services					
663 Special Needs/Events	5,822.32	12,259.68	15,000.00	-9,177.68	38.82%
Total 6000 Services	\$ 5,822.32	\$ 12,259.68	\$ 15,000.00	-\$ 9,177.68	38.82%
7000 Marketing					
725 PR-Hotel/Travel/Meals/Misc	170.27	65.66	5,000.00	-4,829.73	3.41%
730 Marketing/PR Services	2,483.60	2,242.05	3,500.00	-1,016.40	70.96%
734 Photography	2,000.00			2,000.00	
735 Video Production			12,900.00	-12,900.00	0.00%
736 Website Hosting/Maintenance	13,009.00	1,687.50	23,600.00	-10,591.00	55.12%
737 Regatta Marketing	27,902.50		12,500.00	15,402.50	223.22%
752 Production/Printing/TV/Radio/VI	66,300.87	15,575.64	123,500.00	-57,199.13	53.68%
754 Marketing Supplies		1,848.85	10,000.00	-10,000.00	0.00%
770 Marketing Advertising-Non Grant	251,025.80	104,610.56	278,391.00	-27,365.20	90.17%
791 ARPA Expenses	209,751.75	185,811.85	880,000.00	-670,248.25	23.84%
Total 7000 Marketing	\$ 572,643.79	\$ 311,842.11	\$ 1,349,391.00	-\$ 776,747.21	42.44%
7500 Incentives					
775 Incentive Fund	313,601.54	224,319.43	302,500.00	11,101.54	103.67%
Total 7500 Incentives	\$ 313,601.54	\$ 224,319.43	\$ 302,500.00	\$ 11,101.54	103.67%
8000 Payroll Expenses					

800 Employee Compensation	443,111.19	451,629.13	470,125.00	-27,013.81	94.25%
801 Medical	52,436.76	47,454.50	48,000.00	4,436.76	109.24%
802 Retirement	27,752.50	-92,645.93	40,000.00	-12,247.50	69.38%
803 Company Paid FICA	32,390.57	37,816.68	34,130.00	-1,739.43	94.90%
804 State & Federal Unemployment	21.75	169.35	1,188.00	-1,166.25	1.83%
805 Workers Comp	5,906.12	5,606.48	5,200.00	706.12	113.58%
Total 8000 Payroll Expenses	\$ 561,618.89	\$ 450,030.21	\$ 598,643.00	-\$ 37,024.11	93.82%
8100 Administrative					
810 Professional Services	81,867.00	10,360.00	82,000.00	-133.00	99.84%
811 Business Insurance	4,036.00	3,606.00	3,620.00	416.00	111.49%
812 Bank Service Charges	435.00	15.00		435.00	
813 Office/Comp. Supplies/Services	1,772.62	5,074.65	5,000.00	-3,227.38	35.45%
815 Telephone	5,109.80	4,913.70	5,000.00	109.80	102.20%
816 Postage	8,763.51	6,151.27	8,000.00	763.51	109.54%
819 Office Rent	6,500.00	1,500.00	6,000.00	500.00	108.33%
821 Professional Development	2,252.70	6,244.00	3,000.00	-747.30	75.09%
822 Non Sales Travel	3,475.99	4,147.62	5,000.00	-1,524.01	69.52%
823 Meals for CVB Meetings	1,855.77	9,725.77	8,000.00	-6,144.23	23.20%
824 Storage Rental	5,883.00	6,648.00	4,200.00	1,683.00	140.07%
825 InterestBank/Collection Fees	4,499.40	218.89	4,146.00	353.40	108.52%
826 Miscellaneous	7.37	14.65		7.37	
827 Memberships/Dues/Lic Fees	16,280.57	16,696.02	15,000.00	1,280.57	108.54%
828 Equipment Rentals	848.10	2,111.80	2,000.00	-1,151.90	42.41%
Total 8100 Administrative	\$ 143,586.83	\$ 77,427.37	\$ 150,966.00	-\$ 7,379.17	95.11%
840 Depreciation Expense	1,793.00	1,665.96		1,793.00	
Total Expenses	\$ 1,685,944.31	\$ 1,142,363.57	\$ 2,500,000.00	-\$ 814,055.69	67.44%
Net Operating Income	\$ 308,883.13	\$ 488,862.18	\$ 0.00	\$ 308,883.13	
Net Income	\$ 308,883.13	\$ 488,862.18	\$ 0.00	\$ 308,883.13	

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Charleston Convention & Visitors Bureau
Profit and Loss Comparison
July 2022 - June 2023

	Total		Budget	over Budget	SB 100% of Budget
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)			
Income					
4000 Funding - Public Sources					
401 Charleston Room Tax	1,533,793.59	1,403,683.85	1,620,000.00	-86,206.41	94.68%
410 ARPA Revenues	362,500.59	48,382.55	880,000.00	-517,499.41	41.19%
Total 4000 Funding - Public Sources	\$ 1,896,294.18	\$ 1,452,066.40	\$ 2,500,000.00	-\$ 603,705.82	75.85%
4500 Funding - Private Sources					
460 Tourism Industry Partner In{71}	66,145.83	46,114.60		66,145.83	
465 Event Registration	27,024.00	3,326.46		27,024.00	
480 Interest Income	5,363.43	870.12		5,363.43	
Total 4500 Funding - Private Sources	\$ 98,533.26	\$ 50,311.18	\$ 0.00	\$ 98,533.26	
49900 Uncategorized Income					
493 PPP Loan Forgiveness		123,848.17		0.00	
494 Miscellaneous Income		5,000.00		0.00	
Total 49900 Uncategorized Income	\$ 0.00	\$ 128,848.17	\$ 0.00	\$ 0.00	
Total Income	\$ 1,994,827.44	\$ 1,631,225.75	\$ 2,500,000.00	-\$ 505,172.56	79.79%
Expenses					
5000 Sales					
530 Travel	20,303.94	12,068.48	15,000.00	5,303.94	135.36%
531 Meals & Entertainment	9,585.87	6,248.73	10,000.00	-414.13	95.86%
532 Hotels	25,634.04	9,302.39	30,000.00	-4,365.96	85.45%
553 Trade Shows/Reg Fees/Sponsorshi	10,868.08	28,063.90	16,000.00	-5,131.92	67.93%
576 Sales Dues & Subscriptions	20,486.01	9,135.31	12,500.00	7,986.01	163.89%
Total 5000 Sales	\$ 86,877.94	\$ 64,818.81	\$ 83,500.00	\$ 3,377.94	104.05%
6000 Services					
663 Special Needs/Events	5,822.32	12,259.68	15,000.00	-9,177.68	38.82%
Total 6000 Services	\$ 5,822.32	\$ 12,259.68	\$ 15,000.00	-\$ 9,177.68	38.82%
7000 Marketing					
725 PR-Hotel/Travel/Meals/Misc	170.27	65.66	5,000.00	-4,829.73	3.41%
730 Marketing/PR Services	2,483.60	2,242.05	3,500.00	-1,016.40	70.96%
734 Photography	2,000.00			2,000.00	
735 Video Production			12,900.00	-12,900.00	0.00%
736 Website Hosting/Maintenance	13,009.00	1,687.50	23,600.00	-10,591.00	55.12%
737 Regatta Marketing	27,902.50		12,500.00	15,402.50	223.22%
752 Production/Printing/TV/Radio/VI	66,300.87	15,575.64	123,500.00	-57,199.13	53.68%
754 Marketing Supplies		1,848.85	10,000.00	-10,000.00	0.00%
770 Marketing Advertising-Non Grant	251,025.80	104,610.56	278,391.00	-27,365.20	90.17%
791 ARPA Expenses	209,751.75	185,811.85	880,000.00	-670,248.25	23.84%
Total 7000 Marketing	\$ 572,643.79	\$ 311,842.11	\$ 1,349,391.00	-\$ 776,747.21	42.44%
7500 Incentives					
775 Incentive Fund	313,601.54	224,319.43	302,500.00	11,101.54	103.67%
Total 7500 Incentives	\$ 313,601.54	\$ 224,319.43	\$ 302,500.00	\$ 11,101.54	103.67%
8000 Payroll Expenses					

800 Employee Compensation	443,111.19	451,629.13	470,125.00	-27,013.81	94.25%
801 Medical	52,436.76	47,454.50	48,000.00	4,436.76	109.24%
802 Retirement	27,752.50	-92,645.93	40,000.00	-12,247.50	69.38%
803 Company Paid FICA	32,390.57	37,816.68	34,130.00	-1,739.43	94.90%
804 State & Federal Unemployment	21.75	169.35	1,188.00	-1,166.25	1.83%
805 Workers Comp	5,906.12	5,606.48	5,200.00	706.12	113.58%
Total 8000 Payroll Expenses	\$ 561,618.89	\$ 450,030.21	\$ 598,643.00	-\$ 37,024.11	93.82%
8100 Administrative					
810 Professional Services	81,867.00	10,360.00	82,000.00	-133.00	99.84%
811 Business Insurance	4,036.00	3,606.00	3,620.00	416.00	111.49%
812 Bank Service Charges	435.00	15.00		435.00	
813 Office/Comp. Supplies/Services	1,772.62	5,074.65	5,000.00	-3,227.38	35.45%
815 Telephone	5,109.80	4,913.70	5,000.00	109.80	102.20%
816 Postage	8,763.51	6,151.27	8,000.00	763.51	109.54%
819 Office Rent	6,500.00	1,500.00	6,000.00	500.00	108.33%
821 Professional Development	2,252.70	6,244.00	3,000.00	-747.30	75.09%
822 Non Sales Travel	3,475.99	4,147.62	5,000.00	-1,524.01	69.52%
823 Meals for CVB Meetings	1,855.77	9,725.77	8,000.00	-6,144.23	23.20%
824 Storage Rental	5,883.00	6,648.00	4,200.00	1,683.00	140.07%
825 InterestBank/Collection Fees	4,499.40	218.89	4,146.00	353.40	108.52%
826 Miscellaneous	7.37	14.65		7.37	
827 Memberships/Dues/Lic Fees	16,280.57	16,696.02	15,000.00	1,280.57	108.54%
828 Equipment Rentals	848.10	2,111.80	2,000.00	-1,151.90	42.41%
Total 8100 Administrative	\$ 143,586.83	\$ 77,427.37	\$ 150,966.00	-\$ 7,379.17	95.11%
840 Depreciation Expense	1,793.00	1,665.96		1,793.00	
Total Expenses	\$ 1,685,944.31	\$ 1,142,363.57	\$ 2,500,000.00	-\$ 814,055.69	67.44%
Net Operating Income	\$ 308,883.13	\$ 488,862.18	\$ 0.00	\$ 308,883.13	
Net Income	\$ 308,883.13	\$ 488,862.18	\$ 0.00	\$ 308,883.13	

Tuesday, Aug 29, 2023 08:48:47 AM GMT-7 - Accrual Basis

Charleston Convention & Visitors Bureau

Balance Sheet Comparison

As of June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100 Wesbanco	178,342.12	520,306.37
101 Wesbanco Sweep	818,009.23	
106 United Bank - CD	108,410.20	108,301.86
107 Wesbanco - CD	105,638.91	105,586.11
108 Wesbanco - CD #2	105,638.91	105,586.11
Total Bank Accounts	\$1,316,039.37	\$839,780.45
Accounts Receivable		
120 Accounts Receivable	91,795.14	268,937.96
Total Accounts Receivable	\$91,795.14	\$268,937.96
Total Current Assets	\$1,407,834.51	\$1,108,718.41
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	56,787.31	46,084.40
175 Accum. Deprec. - Off Mach. & Eq	-44,579.51	-42,786.51
Total Fixed Assets	\$12,207.80	\$3,297.89
Other Assets		
190 Deferred Outflows - Pension	131,961.00	131,961.00
191 Deferred Outflow - OPEB	43,549.00	43,549.00
192 Net Pension Asset	275,768.00	275,768.00
193 Net OPEB Asset	2,139.00	2,139.00
Total Other Assets	\$453,417.00	\$453,417.00
TOTAL ASSETS	\$1,873,459.31	\$1,565,433.30

Charleston Convention & Visitors Bureau

Balance Sheet Comparison

As of June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	9,345.98	8,747.11
EIDL ADVANCE	159,900.00	159,900.00
Total Accounts Payable	\$169,245.98	\$168,647.11
Other Current Liabilities		
2000 Payroll Liabilities		
232 WV State Tax Withholding	1,406.00	1,686.00
233 FICA / MC Liability	4,297.34	4,172.45
234 FUTA Liability	252.00	294.75
235 SUTA Liability	0.00	1,258.13
237 City User Fee Withholding	78.00	78.00
Total 2000 Payroll Liabilities	6,033.34	7,489.33
Total Other Current Liabilities	\$6,033.34	\$7,489.33
Total Current Liabilities	\$175,279.32	\$176,136.44
Long-Term Liabilities		
282 Deferred Inflows - Pension		
284 Deferred Inflows - OPEB	358,545.00	358,545.00
	98,160.00	98,160.00
Total Long-Term Liabilities	\$456,705.00	\$456,705.00
Total Liabilities	\$631,984.32	\$632,841.44
Equity		
302 Board Designated Incentive Fund		
32000 Retained Earnings	130,150.00	130,150.00
Net Income	802,441.86	313,579.68
	308,883.13	488,862.18
Total Equity	\$1,241,474.99	\$932,591.86
TOTAL LIABILITIES AND EQUITY	\$1,873,459.31	\$1,565,433.30