

March 29, 2023

WV State Auditors' Office – lgs@wvsao.gov, Attn: Shellie Humphries

WV Joint Committee on Government & Finance – drew.ross@wvlegislature.gov and steve.marsden@wvlegislature.gov

WVACVB – sgill@fulksandassociates.com

Dear WV State Auditor's Office, WV Joint Committee on Government & Finance, and WV Association of Convention & Visitor Bureaus,

As you are aware with the passing of Senate Bill 488 during the 2021 West Virginia Legislature's Regular Session several new requirements have been implemented on CVBs to qualify for distributions of Hotel Occupancy taxes by the county(s) and or the municipality(s) we serve.

In compliance with W.Va. Code §7-18-13a, CVBs are to now report to the WWSAO, the WV Joint Committee on Government & Finance, and the WVACVB 90 days following the end of the CVB's fiscal year the following:

- Balance sheet – annually,
- Income statement - annually, and
- Either an audit or a financial review – triennially W.Va. Code § 7-18-14.

In addition, CVBs are to be accredited by an accrediting body such as the WV Association of Convention and Visitors Bureaus (WVACVB) W.Va. Code §7-18-13a(b) which confirms compliance with the following industry standards as follows:

- Annual budget,
- Budget allocation within the industry standard of 40% - 40% - 20% (Marketing, Personnel, Administrative),
- Marketing plan targeting markets outside of 50 miles of their destination,
- Full time executive director,
- Physical office/ Visitor Center,
- Website, and
- Annual reporting to all the CVBs funding entities.

On behalf of the Board of Directors of the Gilbert Convention & Visitors Center, we respectfully submit the required information and confirm that Gilbert Convention & Visitors Center is in full compliance with all WV Code 7-18-13 requirements.

If you have any questions, please contact either James "Tige" Harless, Executive Director, at tige.harless@gilbertcvb.com or (304) 664-3477.

Sincerely,



James "Tige" Harless

Executive Director

Attachments: Income statement (January 1, 2022 – December 31, 2022), Balance sheet (December 2022), and Annual audit/review (2019).



RFP # 19-069
Mingo County

bhm cpa group, inc.
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT REPORT OF
GILBERT CONVENTION AND VISITORS BUREAU
(A COMPONENT UNIT OF THE TOWN OF GILBERT)
REGULAR AUDIT

For the Year Ended December 31, 2019

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**GILBERT CONVENTION AND VISITORS BUREAU
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FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019**

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CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

Gilbert Convention and Visitors Bureau
Gilbert, West Virginia 25621

To the chairman and members of the Bureau:

Report on the Financial Statements

We have audited the accompanying financial statements of the Gilbert Convention and Visitors Bureau (the "Bureau"), a component unit of the Town of Gilbert, West Virginia, as of and for the year ended December 31, 2019, 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.

Gilbert Convention and Visitors Bureau
Independent Auditor's Report

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Gilbert Convention and Visitors Bureau, a component unit of the Town of Gilbert, West Virginia, as of December 31, 2019, 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2020, 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

BHM CPA Group, Inc
Huntington, West Virginia
September 9, 2020

GILBERT CONVENTION AND VISITORS BUREAU
STATEMENT OF NET POSITION
Year Ended December 31, 2019

ASSETS:

Current Assets:

Cash and cash equivalents	\$ 47,320
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<i>Total Assets</i>	<u>47,320</u>
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NET POSITION:

Unrestricted	<u>47,320</u>
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<i>Total Net Position</i>	<u>\$ 47,320</u>
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The notes to the basic financial statements are an integral part of this statement.

GILBERT CONVENTION AND VISITORS BUREAU
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
FUND NET POSITION
Year Ended December 31, 2019

Operating Expenses	
Administrative and general	\$ <u>60,572</u>
<i>Total Operating Expenses</i>	<u>60,572</u>
Operating income / (loss)	(60,572)
NON-OPERATING REVENUE (EXPENSE)	
Contributions	<u>61,095</u>
<i>Total Non-Operating Revenues (Expenses)</i>	<u>61,095</u>
Change in net position	523
Net position - beginning	<u>46,797</u>
Net Position - ending	<u>\$ <u>47,320</u></u>

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

GILBERT CONVENTION AND VISITORS BUREAU
STATEMENT OF CASH FLOWS
for the Fiscal Year Ended June 30, 2019

Cash flows from operating activities:	
Cash paid for goods and services	<u>\$ (60,572)</u>
Net cash provided (used) by operating activities	<u>(60,572)</u>
Cash flows from noncapital financing activities:	
Contributions	<u>61,095</u>
Net cash provided (used) by noncapital financing activities	<u>61,095</u>
Net increase (decrease) in cash and equivalents	523
Cash and equivalents, beginning of year	<u>46,797</u>
Cash and equivalents, end of year	<u><u>\$ 47,320</u></u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income (loss)	<u>\$ (60,572)</u>
Net cash provided (used) by operating activities	<u><u>\$ (60,572)</u></u>

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

**GILBERT CONVENTION AND VISITORS BUREAU
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2019**

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Gilbert 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:

A. Reporting Entity

The Bureau, a discretely presented component unit of the Town of Gilbert, is governed by a chairman which is the elected mayor of the Municipality and six Bureau members who are approved by the Town 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).

B. 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.

C. 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.

The Bureau reports the following major proprietary fund:

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

The Bureau follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting principles Bureau Opinions and Accounting Research Bulletins issued on or before November 30, 1989, that do not conflict with GASB Pronouncements in the proprietary fund financial statements.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the Gilbert Convention and Visitors Bureau are charges to customers for 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.

**GILBERT CONVENTION AND VISITORS BUREAU
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2019**

D. Assets, Liabilities, and Fund Balance/Net Position

1. 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.

2. 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 December 31, 2019.

Unrestricted net position is all net position that does not meet the definition of "net investment in capital assets" or "restricted". Unrestricted net position at December 31, 2019 was \$47,320.

II. 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 government's deposits may not be returned. The Bureau does not have a policy for custodial credit risk. At year end, the Bureau's bank balances were \$47,320, all of which were fully covered under the F.D.I.C.

III. OTHER INFORMATION

A. 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.

B. Contingent Liabilities

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

**GILBERT CONVENTION AND VISITORS BUREAU
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2019**

IV. SUBSEQUENT EVENTS

The Bureau has evaluated subsequent events and transactions for potential recognition or disclosure through September 9, 2020, the date the financial statements were available to be issued.



bhm cpa group, inc.
CERTIFIED PUBLIC ACCOUNTANTS

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

Gilbert Convention and Visitors Bureau
Gilbert, West Virginia 25621

To the Chairman and Members of the Bureau:

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 Gilbert Convention and Visitors Bureau (the Bureau), a component unit of the Town of Gilbert, West Virginia (the Bureau) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements and have issued our report thereon dated September 9, 2020.

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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of findings we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses and significant deficiencies.

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. We consider finding 2019-001 described in the accompanying schedule of findings to be a material weakness.

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*.

Bureau's Response to Findings

The Bureau's responses to the findings identified in our audit are described in the accompanying schedule of findings. We did not audit the Bureau's responses and, accordingly, we express no opinion on them.

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
September 9, 2020

GILBERT CONVENTION AND VISITORS BUREAU
Schedule of Findings and Responses
Year Ended December 31, 2019

Findings Related to the Financial Statements Required To be Reported in Accordance with GAGAS
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FINDING NUMBER 2019-001

Material Weakness – Segregation of Duties

There is insufficient segregation of duties in the Bureau. Due to the size of the Bureau and the number of employees, the responsibilities for approving, executing and recording transactions and custody of the resulting asset arising from the transactions were not assigned to different individuals.

Proper internal control procedures dictate the responsibility for approving, executing and recording transactions should rest with different individuals. Failure to maintain sufficient segregation of duties could allow errors and/or irregularities to go undetected without the knowledge of the members of the Bureau.

Internal control structure elements do not reduce to a relatively low level, the risk that errors and irregularities, in amounts that would be material in relation to the financial statements, may occur and not be detected in a timely manner. The Bureau should distribute, among the accounting staff, the duties of approving, executing and recording transactions to the extent as being economically practicable.

Officials Response:

The Bureau currently does strive to segregate duties where economically feasible, however, the size of the staff prohibit such segregation.

GILBERT CONVENTION AND VISITORS BUREAU
Schedule of Prior Audit Findings
Year Ended December 31, 2019

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
2018-001	Material Weakness – Segregation of Duties	No	Reissued as Item 2019-001

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03/28/23
Accrual Basis

Gilbert CVB
Profit & Loss Detail
January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
217.368 - Private Donations								
Deposit	08/04/2022		Melissa Kennedy	Parks and Rec...		217.101 · Gilbe...	1,361.00	1,361.00
Total 217.368 - Private Donations							1,361.00	1,361.00
217.369 - Contribution From other Fund								
Hotel / Motel								
Deposit	01/11/2022			Deposit		217.101 · Gilbe...	2,659.81	2,659.81
Deposit	02/03/2022		Mountain ATV Rental...	Deposit		217.101 · Gilbe...	1,208.84	3,868.65
Deposit	02/03/2022		Hatfield Trail Lodging	Deposit		217.101 · Gilbe...	657.49	4,526.14
Deposit	02/03/2022		Vickers Rental	Deposit		217.101 · Gilbe...	1,618.60	6,144.74
Deposit	02/03/2022		Main Street Lodging	Deposit		217.101 · Gilbe...	42.00	6,186.74
Deposit	02/03/2022		Main Street Lodging	Deposit		217.101 · Gilbe...	640.80	6,827.54
Deposit	02/03/2022		Main Street Lodging	Deposit		217.101 · Gilbe...	462.00	7,289.54
Deposit	02/03/2022		Big Bear Lodge	Deposit		217.101 · Gilbe...	108.75	7,398.29
Deposit	02/03/2022		Devil Anse Trail House	Deposit		217.101 · Gilbe...	375.00	7,773.29
Deposit	02/03/2022		Hatfield Trail Lodging	Deposit		217.101 · Gilbe...	99.54	7,872.83
Deposit	02/03/2022		Pawpaw's Place	Deposit		217.101 · Gilbe...	1,805.50	9,678.33
Deposit	02/03/2022		Vickers Rental	Deposit		217.101 · Gilbe...	1,988.75	11,667.08
Deposit	02/03/2022		Big Bear Lodge	Deposit		217.101 · Gilbe...	106.07	11,773.15
Deposit	02/03/2022		Vickers Rental	Deposit		217.101 · Gilbe...	1,105.14	12,878.29
Deposit	02/03/2022		Ellis House	Deposit		217.101 · Gilbe...	45.00	12,923.29
Deposit	02/15/2022			Deposit		217.101 · Gilbe...	387.91	13,311.20
Deposit	03/24/2022			Deposit		217.101 · Gilbe...	19,255.88	32,567.08
Deposit	04/05/2022			Deposit		217.101 · Gilbe...	13,827.94	46,395.02
Deposit	05/11/2022			Deposit		217.101 · Gilbe...	3,438.07	49,833.09
Deposit	06/01/2022			Deposit		217.101 · Gilbe...	4,167.94	54,001.03
Deposit	06/03/2022			Deposit		217.101 · Gilbe...	1,392.42	55,393.45
Deposit	08/04/2022			Deposit		217.101 · Gilbe...	543.00	55,936.45
Deposit	09/19/2022			Deposit		217.101 · Gilbe...	11,632.84	67,569.29
Deposit	10/19/2022	43894	Mingo County Commi...	Deposit		217.101 · Gilbe...	7,877.60	75,446.89
Deposit	11/18/2022	7975	Town of Gilbert	Mountaintop A...		217.101 · Gilbe...	2,489.22	77,936.11
Deposit	11/18/2022	7975	Town of Gilbert	Mountaintip A...		217.101 · Gilbe...	1,630.80	79,566.91
Deposit	11/18/2022	7975	Town of Gilbert	Vickers Octob...		217.101 · Gilbe...	3,041.02	82,607.93
Deposit	11/18/2022	7975	Town of Gilbert	Deposit		217.101 · Gilbe...	885.95	83,493.88
Deposit	12/13/2022		Mountain ATV Rental...	Deposit		217.101 · Gilbe...	2,489.22	85,983.10
Deposit	12/13/2022		Mountain ATV Rental...	Deposit		217.101 · Gilbe...	1,630.80	87,613.90
Deposit	12/13/2022		Vickers Rental	Deposit		217.101 · Gilbe...	3,041.02	90,654.92
Deposit	12/13/2022		Hatfield Trail Lodging	Deposit		217.101 · Gilbe...	567.08	91,222.00
Deposit	12/13/2022		Livingood Lodging	Deposit		217.101 · Gilbe...	1,298.25	92,520.25
Deposit	12/13/2022		Vickers Rental	Deposit		217.101 · Gilbe...	2,405.53	94,925.78
Deposit	12/13/2022		Ellis House	Deposit		217.101 · Gilbe...	50.04	94,975.82
Deposit	12/13/2022		Big Bear Lodge	Deposit		217.101 · Gilbe...	484.35	95,460.17
Deposit	12/13/2022		Devil Anse Trail House	Deposit		217.101 · Gilbe...	657.00	96,117.17
Deposit	12/13/2022		Pawpaw's Place	Deposit		217.101 · Gilbe...	1,962.00	98,079.17
Deposit	12/13/2022		HomeAway	Deposit		217.101 · Gilbe...	201.62	98,280.79

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Accrual Basis

Gilbert CVB Profit & Loss Detail January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	12/13/2022		Airbnb	Deposit		217.101 · Gilbe...	258.80	98,539.59
Total Hotel / Motel							98,539.59	98,539.59
217.369 · Contribution From other Fund - Other								
Deposit	02/03/2022		Ellis House	Deposit		217.101 · Gilbe...	117.00	117.00
Deposit	10/19/2022	943914	Mingo County Commi...	Mingo County ...		217.101 · Gilbe...	7,402.14	7,519.14
Total 217.369 · Contribution From other Fund - Other							7,519.14	7,519.14
Total 217.369 · Contribution From other Fund							106,058.73	106,058.73
217.381 · Reimbursements								
Deposit	11/18/2022	1539	Gilbert National Trailf...	Deposit		217.101 · Gilbe...	1,929.64	1,929.64
Deposit	12/07/2022			Deposit		217.101 · Gilbe...	100.00	2,029.64
Total 217.381 · Reimbursements							2,029.64	2,029.64
217.382 · Refunds and Rebates								
Deposit	01/28/2022			Deposit		217.101 · Gilbe...	42.79	42.79
Total 217.382 · Refunds and Rebates							42.79	42.79
217.399 · Miscellaneous Revenue								
Deposit	06/30/2022			Interest		217.101 · Gilbe...	0.03	0.03
Total 217.399 · Miscellaneous Revenue							0.03	0.03
Total Income							109,492.19	109,492.19
Gross Profit							109,492.19	109,492.19
Expense								
Payroll								
Check	07/07/2022	2010	Victoria J. Surber			217.101 · Gilbe...	507.67	507.67
Check	07/22/2022	2011	Victoria J. Surber			217.101 · Gilbe...	507.67	1,015.34
Check	09/28/2022	2751	Victoria J. Surber			217.101 · Gilbe...	507.67	1,523.01
Check	09/28/2022	2755	Victoria J. Surber			217.101 · Gilbe...	507.67	2,030.68
Total Payroll							2,030.68	2,030.68
payroll Taxes								
Check	08/11/2022		Internal Revenue Ser...			217.101 · Gilbe...	135.82	135.82
Total payroll Taxes							135.82	135.82
service charge								
Check	01/31/2022			Service Charge		217.101 · Gilbe...	4.00	4.00
Check	02/28/2022			Service Charge		217.101 · Gilbe...	4.00	8.00
Check	03/31/2022			Service Charge		217.101 · Gilbe...	4.00	12.00
Check	04/30/2022			Service Charge		217.101 · Gilbe...	4.00	16.00
Check	05/31/2022			Service Charge		217.101 · Gilbe...	4.00	20.00

Gilbert CVB Profit & Loss Detail January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	06/30/2022			Service Charge		217.101 · Gilbe...	4.00	24.00
Check	07/31/2022			Service Charge		217.101 · Gilbe...	4.00	28.00
Check	08/31/2022			Service Charge		217.101 · Gilbe...	4.00	32.00
Check	09/30/2022			Service Charge		217.101 · Gilbe...	4.00	36.00
Check	10/31/2022			Service Charge		217.101 · Gilbe...	4.00	40.00
Check	11/30/2022			Service Charge		217.101 · Gilbe...	4.00	44.00
Check	12/31/2022			Service Charge		217.101 · Gilbe...	4.00	48.00
Total service charge							48.00	48.00
217.901 · CVB								
103 · CVB Salary & Wages								
Check	01/06/2022	1229	Victoria J. Surber	Payroll		217.101 · Gilbe...	527.51	527.51
Check	01/19/2022	1231	Victoria J. Surber			217.101 · Gilbe...	507.67	1,035.18
Check	02/02/2022	1233	Victoria J. Surber			217.101 · Gilbe...	507.67	1,542.85
General Journal	02/28/2022	SS21-04		True Up Payroll		217.231 · Payro...	7,696.56	9,239.41
Total 103 · CVB Salary & Wages							9,239.41	9,239.41
213 · Utilities								
Check	01/28/2022	1235	Town of Gilbert	Telephone		217.101 · Gilbe...	44.00	44.00
Check	03/15/2022	1240	Town of Gilbert	Phone Service		217.101 · Gilbe...	44.28	88.28
Check	04/05/2022	1247	Town of Gilbert	Phone Service		217.101 · Gilbe...	44.28	132.56
Total 213 · Utilities							132.56	132.56
215 · R&M / Buildings or Grounds								
Check	06/16/2022	2008	Melissa Kennedy	4th of July Dec...		217.101 · Gilbe...	118.68	118.68
Check	10/19/2022	2753	Gilbert Produce	Mums and Pu...		217.101 · Gilbe...	321.31	439.99
Total 215 · R&M / Buildings or Grounds							439.99	439.99
220 · Advertising & Legal Publication								
Check	07/20/2022	2015	Appalachian Newspa...	Advertising		217.101 · Gilbe...	750.00	750.00
Check	08/12/2022	2021	APA Media	Travel Taste a...		217.101 · Gilbe...	3,950.00	4,700.00
Check	10/19/2022	2752	Appalachian Newspa...	Magazine ad f...		217.101 · Gilbe...	750.00	5,450.00
Check	11/15/2022	2758	Town of Gilbert	Christmas Dec...		217.101 · Gilbe...	7,000.00	12,450.00
Total 220 · Advertising & Legal Publication							12,450.00	12,450.00
221 · Training & Education								
Check	01/12/2022	1230	Truist	Yahoo Small B...		217.101 · Gilbe...	41.97	41.97
Check	03/15/2022	1241	Truist	card ending 19...		217.101 · Gilbe...	1,936.03	1,978.00
Check	04/05/2022	1245	Truist	Card Ending 1...		217.101 · Gilbe...	2,097.04	4,075.04
Check	05/20/2022		Truist			217.101 · Gilbe...	621.76	4,696.80
Total 221 · Training & Education							4,696.80	4,696.80
223 · Professional Services								
Check	07/20/2022	2016	Gilbert Produce	Food for the R...		217.101 · Gilbe...	227.16	227.16
Check	07/28/2022	2017	Todd Hamrick	Fireworks Sho...		217.101 · Gilbe...	358.00	585.16

Gilbert CVB Profit & Loss Detail January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	09/20/2022	2027	Pam Surber	Halloween Dec...		217.101 · Gilbe...	36.00	621.16
Check	09/23/2022	2030	Old Flower Bin	Megan Taylor		217.101 · Gilbe...	74.20	695.36
Check	11/09/2022	2757	Cline Business Service	Tax Return 2021		217.101 · Gilbe...	400.00	1,095.36
Check	12/06/2022	2760	US Postal Service	Yearly Box Re...		217.101 · Gilbe...	140.00	1,235.36
Check	12/29/2022	2761	Sarah Davis	Website and ...		217.101 · Gilbe...	400.00	1,635.36
Check	12/29/2022	2762	Cadence 19 Producti...	Video Producti...		217.101 · Gilbe...	212.00	1,847.36
Total 223 · Professional Services							1,847.36	1,847.36
224 · Audit Costs								
Check	04/05/2022	1246	WV State Auditor's O...	Invoice 21377		217.101 · Gilbe...	176.00	176.00
Check	04/25/2022	2000	Lisa K. Thornburg, C...	1/2020 throug...		217.101 · Gilbe...	2,200.00	2,376.00
Total 224 · Audit Costs							2,376.00	2,376.00
226 · Insurance & Bonds								
Check	07/20/2022	2014	Encova Insurance	Worker's Com...		217.101 · Gilbe...	322.00	322.00
Check	09/13/2022	2024	State Farm			217.101 · Gilbe...	243.06	565.06
Check	09/20/2022	2028	State Farm	Premium for B...		217.101 · Gilbe...	534.92	1,099.98
Total 226 · Insurance & Bonds							1,099.98	1,099.98
230 · Contracted Services								
Check	06/14/2022	2007	Grand Finale Firewor...	Fireworks for J...		217.101 · Gilbe...	3,204.96	3,204.96
Check	07/20/2022	2013	Alex Blankenship	4th of July Co...		217.101 · Gilbe...	300.00	3,504.96
Check	10/19/2022	2754	Gilbert National Trailf...	Given to TrailF...		217.101 · Gilbe...	7,402.14	10,907.10
Total 230 · Contracted Services							10,907.10	10,907.10
341 · Office Supplies								
Check	12/07/2022		Truist			217.101 · Gilbe...	21.20	21.20
Total 341 · Office Supplies							21.20	21.20
217.901 · CVB - Other								
Check	01/28/2022	1234	Internal Revenue Ser...	Notice CP141L		217.101 · Gilbe...	620.00	620.00
Check	08/31/2022		BB&T	Armbands for ...		217.101 · Gilbe...	1,290.70	1,910.70
Total 217.901 · CVB - Other							1,910.70	1,910.70
Total 217.901 · CVB							45,121.10	45,121.10
66000 · Payroll Expenses								
Check	02/17/2022	1236	Victoria J. Surber			217.101 · Gilbe...	507.67	507.67
Check	03/02/2022	1238	Victoria J. Surber			217.101 · Gilbe...	623.21	1,130.88
Check	03/02/2022		Internal Revenue Ser...			217.101 · Gilbe...	117.82	1,248.70
Check	03/16/2022	1243	Victoria J. Surber			217.101 · Gilbe...	507.67	1,756.37
Check	03/21/2022	1242	Victoria J. Surber			217.101 · Gilbe...	507.67	2,264.04
Check	04/13/2022	1248	Victoria J. Surber			217.101 · Gilbe...	507.67	2,771.71
Check	04/28/2022	2001	Victoria J. Surber			217.101 · Gilbe...	507.67	3,279.38
Check	05/11/2022	2003	Victoria J. Surber			217.101 · Gilbe...	507.67	3,787.05

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03/28/23

Accrual Basis

Gilbert CVB
Profit & Loss Detail
 January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	05/25/2022	2004	Victoria J. Surber			217.101 · Gilbe...	507.67	4,294.72
Check	06/21/2022		Internal Revenue Ser...			217.101 · Gilbe...	135.82	4,430.54
Check	06/23/2022	2009	Victoria J. Surber			217.101 · Gilbe...	507.67	4,938.21
Check	06/30/2022		Internal Revenue Ser...			217.101 · Gilbe...	0.00	4,938.21
Check	06/30/2022		Internal Revenue Ser...			217.101 · Gilbe...	135.82	5,074.03
Check	07/05/2022	2006	Victoria J. Surber			217.101 · Gilbe...	507.67	5,581.70
Check	08/03/2022	2019	Victoria J. Surber			217.101 · Gilbe...	507.67	6,089.37
Check	08/03/2022	2022	Victoria J. Surber			217.101 · Gilbe...	507.67	6,597.04
Check	08/31/2022	2023	Victoria J. Surber			217.101 · Gilbe...	507.67	7,104.71
Check	08/31/2022	2026	Victoria J. Surber			217.101 · Gilbe...	507.67	7,612.38
Check	09/28/2022	2029	Victoria J. Surber			217.101 · Gilbe...	507.67	8,120.05
Total 66000 · Payroll Expenses							8,120.05	8,120.05
Total Expense							55,455.65	55,455.65
Net Ordinary Income							54,036.54	54,036.54
Net Income							54,036.54	54,036.54

Gilbert CVB
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
217.101 · Gilbert CVB	155,728.38
Total Checking/Savings	155,728.38
Accounts Receivable	
217.111 · Accounts Receivable	-300.00
Total Accounts Receivable	-300.00
Other Current Assets	
12000 · Undeposited Funds	300.00
Total Other Current Assets	300.00
Total Current Assets	155,728.38
TOTAL ASSETS	<u><u>155,728.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
217.222 · Federal Withholding Payable	-1,629.84
217.223 · State Withholding Payable	-326.18
217.225 · Insurance Deduction Payable	3,800.30
217.227 · Other Payroll Deductions Payabl	1,042.31
217.231 · Payroll Withholding Reimburseme	5,721.10
Total Other Current Liabilities	8,607.69
Total Current Liabilities	8,607.69
Total Liabilities	8,607.69
Equity	
30000 · Opening Balance Equity	34,008.79
32000 · Unrestricted Net Assets	89,142.19
Net Income	23,969.71
Total Equity	147,120.69
TOTAL LIABILITIES & EQUITY	<u><u>155,728.38</u></u>