



Mineral County Convention and Visitors Bureau
167 S. Mineral Street,
Suite A,
Keyser, WV 26726
304-790-7081

September 27, 2022

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 Mineral County CVB, we respectfully submit the required information and confirm that the Mineral County CVB is in full compliance with all WV Code 7-18-13 requirements.

If you have any questions, please contact either Ashley Rotruck, Executive Director, at mineralcocvb@gmail.com or 304-790-7081 or Board President Ed McDonald at ed@eioproductions.com or 307-788-0129.



Mineral County Convention and Visitors Bureau
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Keyser, WV 26726
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Sincerely,

Ed McDonald, Board Chair

Ashley Rotruck, Executive Director

Attachments: Income statement (July 1, 2021 – June 30, 2022), Balance sheet (June 30, 2022), Annual report (2021), and Annual audit/review (2021).

MINERAL COUNTY CONVENTION & VISITORS BUREAU

FINANCIAL STATEMENTS

JUNE 30, 2022

MINERAL COUNTY CONVENTION & VISITORS BUREAU

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Trustees of
Mineral County Convention & Visitors Bureau

We have reviewed the accompanying financial statements of Mineral County Convention & Visitors Bureau (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022 and 2021, and the related statements of activities and cash flows for the years ending June 30, 2022 and 2021, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

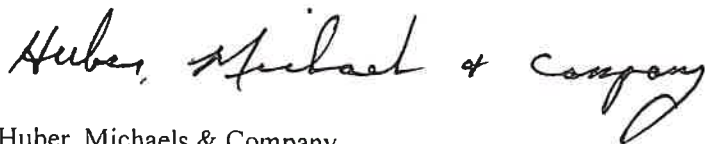
Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Mineral County Convention & Visitors Bureau and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



Huber, Michaels & Company

Cumberland, MD

September 23, 2022

Mineral County Convention & Visitors Bureau
Statement of Financial Position
As of June 30, 2022 and 2021

	<u>As of June 30, 2022</u>	<u>As of June 30, 2021</u>
Assets		
Current Assets		
Cash	32,433	37,976
Other Receivables	<u>15,661</u>	<u>-</u>
Total Current Assets	<u>48,094</u>	<u>37,976</u>
Total Assets	<u><u>48,094</u></u>	<u><u>37,976</u></u>
Liabilities		
Current Liabilities		
Accounts Payable	869	432
Accrued Wages	569	488
Accrued Payroll Taxes	<u>43</u>	<u>37</u>
Total Liabilities	<u>1,481</u>	<u>957</u>
Net Assets		
Net Assets		
Unrestricted Net Assets	<u>46,613</u>	<u>37,019</u>
Total Liabilities & Net Assets	<u><u>\$ 48,094</u></u>	<u><u>\$ 37,976</u></u>

See Accompanying Notes and Independent Accountants' Review Report

Mineral County Convention & Visitors Bureau
Statement of Activities
For the Year Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Revenues, Grants, and Other Support		
Contributions	\$ 901	\$ -
Grants	4,817	-
Hotel/Motel Tax	59,406	44,365
Festivals	7,854	-
Interest	3	3
Radio Station	825	388
Other	2,698	-
	<u>76,504</u>	<u>44,756</u>
Total Revenues, Grants, and Other Support		
Expenses		
Program Services		
Promotional Expenses	30,060	23,410
Supporting Services		
Management and general	23,470	18,238
Fundraising	13,380	10,342
Total Supporting Services	<u>36,850</u>	<u>28,580</u>
Total Expenses	<u>66,910</u>	<u>51,990</u>
Total Increase (Decrease) in Unrestricted Net Assets	9,594	(7,234)
Beginning Unrestricted Net Assets	<u>37,019</u>	<u>44,253</u>
Ending Unrestricted Net Assets	<u>\$ 46,613</u>	<u>\$ 37,019</u>

See Accompanying Notes and Independent Accountants' Review Report

Mineral County Convention & Visitors Bureau
Statements of Cash Flows
For the Years Ended June 30, 2022 and 2021

	2022	2021
Cash Flows from Operating Activities:		
Cash received from shared hotel/motel tax	\$ 43,745	\$ 44,366
Cash received from donations & special events	17,095	387
Cash received from interest	3	3
Cash paid to suppliers and employees	(66,386)	(51,033)
Net Cash Provided by (Used in) Operating Activities	(5,543)	(6,277)
Cash Flows from Investing Activities:		
Net Cash Provided by (Used in) Investing Activities	-	-
Cash Flows from Financing Activities:		
Net Cash Provided by (Used in) Financing Activities	-	-
Net Increase (Decrease) in Cash and Cash Equivalents	(5,543)	(6,277)
Beginning Cash and Cash Equivalents	37,976	44,253
Ending Cash and Cash Equivalents	\$ 32,433	\$ 37,976
Reconciliation of increase (decrease) in net assets to net cash used in operating activities:		
Increase (Decrease) in Net Assets	\$ 9,594	\$ (7,234)
Adjustments to reconcile change in net assets to net cash used in operating activities		
(Increase) decrease in other receivables	(15,661)	-
Increase (decrease) in accounts payable	437	432
Increase (decrease) in accrued payroll	6	37
Increase (decrease) in accrued payroll taxes	81	488
Net Cash Provided By (Used In) Operating Activities	\$ (5,543)	\$ (6,277)

See Accompanying Notes and Independent Accountants' Review Report

Mineral County Convention & Visitors Bureau
Statement of Functional Expenses
For the Years Ended June 30, 2022 and 2021

	2022				2021					
	Program Services	Supporting Services	Management and General	Fund Raising	Total	Program Services	Supporting Services	Management and General	Fund Raising	Total
	Promotional					Promotional				
Salaries	13,565	10,550		6,029	30,144	12,995	10,107		5,775	28,877
Employee benefits	2,020	1,571		898	4,489	2,238	1,741		995	4,974
Payroll tax expense	1,161	903		516	2,580	1,159	901		515	2,575
Rent	1,625	1,300		675	3,600	1,625	1,300		675	3,600
Contract Services	878	683		390	1,951	68	53		30	151
Utilities	1,145	944		577	2,666	770	592		329	1,691
Festival Expenses	2,691	2,093		1,196	5,980	-	-		-	-
Office supplies	1,368	1,064		608	3,040	344	268		153	765
Telephone	32	25		14	71	226	176		101	503
Postage, Printing, Copying	322	250		143	715	185	144		82	411
Welcome Center	414	322		184	920	471	366		209	1,046
Advertising	1,822	1,417		810	4,049	2,134	1,660		948	4,742
Dues and subscriptions	612	476		272	1,360	567	441		252	1,260
Travel	213	166		95	474	-	-		-	-
Radio Station Expense	1,405	1,093		624	3,122	68	53		30	151
Licenses	180	140		80	400	56	44		25	125
Workmans Compensation	506	394		225	1,125	482	375		214	1,071
Miscellaneous	101	79		44	224	22	17		9	48
TOTAL EXPENSES	\$ 30,060	\$ 23,470	\$ 13,380	\$ 66,910	\$ 23,410	\$ 18,238	\$ 10,342	\$ 51,990		

MINERAL COUNTY CONVENTION & VISITORS BUREAU
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The summary of significant accounting policies of Mineral County Convention & Visitors Bureau (The Organization) are presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Nature of Operations

The Organization is a 501(c)(6) non-profit entity and their mission is to advance, stimulate, & promote exhibits, conferences, conventions & visitors in Mineral County, West Virginia. The Organization is primarily supported by hotel and motel tax assessments received from Mineral County. Approximately, 78% and 99% of the Organization's support for the years ended June 30, 2022 and 2021, respectively, came from Mineral County.

Basis of Accounting

The Organization's policy is to prepare its financial statements on the accrual basis of accounting; consequently, certain revenues are recognized when earned rather than when received and certain expenses are recognized when the obligation is incurred rather than when cash is disbursed.

Cash

For purposes of the statement of cash flows, the Organization considers all short-term debt securities purchased with a maturity of three months or less to be cash equivalents.

Contributed Services

During the years ended June 30, 2022 and 2021, the value of contributed time by unpaid volunteers is not reflected in these statements to the extent that the services did not enhance non-financial assets or require specialized skills.

Contributions

Under SFAS No. 116, *Accounting for Contributions Received and Contributions Made*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions.

See Independent Accountants' Review Report

MINERAL COUNTY CONVENTION & VISITORS BUREAU
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Property and Equipment

The organization capitalizes all property and equipment with a cost of \$1,500 if purchased, and a fair value of \$1,500 at date of donation if received by contribution. Donations of property and equipment are recorded as support at their estimated fair value.

Advertising Costs

Advertising costs are expensed when incurred. Advertising costs for fiscal year 2022 and 2021 were \$4,049 and \$4,742, respectively.

Income Taxes

The Organization is a not-for-profit organization exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets:

Unrestricted – Resources over which the Board of Directors has discretionary control. Board designated amounts represent those net assets which the Organization has set aside for a particular purpose. The balance for unrestricted net assets on June 30, 2022 and 2021 was \$46,613 and \$37,019, respectively.

Restricted – Resources subject to donor-imposed restrictions. They include both temporary restrictions and permanent restrictions. Temporary restrictions expire by the passage of time or can be fulfilled and removed by actions of the Organization pursuant to the donors' stipulations. Permanent restrictions are resources whose use by the Organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization. The donors of these resources permit the Organization to use all or part of the income earned, excluding capital appreciation for unrestricted purposes. For the year ended June 30, 2022 and 2021 there were no donor restrictions on net assets.

See Independent Accountants' Review Report

MINERAL COUNTY CONVENTION & VISITORS BUREAU
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Functional Expenses

The costs of providing various programs and supporting services are summarized on a functional basis in the statement of activities. Expenses are directly charged to the appropriate activity, where feasible. The financial statements report certain categories of expenses that are attributable to both program services and supporting services. Therefore, they require allocation on a reasonable basis that is consistently applied. The statements of functional expenses on page 5 provides a detail of expenses by natural category and shows the allocation between program and supporting services.

NOTE 2 - LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization has \$48,094 of financial assets available within one year of the statement of financial position date to meet cash needs for general operating expenses. These assets consist of cash and cash equivalents of \$32,433 and other receivables of \$15,661.

NOTE 3 - HOTEL/MOTEL TAX

The Organization receives hotel/motel taxes assessed in Mineral County, West Virginia. The county assesses the hotel/motel tax, collects the assessed taxes, and remits a portion of the taxes collected to the Organization. The remittance is paid to the Organization on a quarterly basis and fluctuates depending on the amount collected by the county. The amount of hotel/motel taxes received from the County for year ended June 30, 2022 and 2021 were \$59,406 and \$44,365, respectively.

NOTE 4 - OTHER RECEIVABLES

Other receivables consists of the following:

	June 30	
	2022	2021
Other Receivable from Mineral County	15,661	0

Based on the Organization's history of receivable collections, no allowance for doubtful accounts has been recorded.

NOTE 5 - ACCOUNTS PAYABLE AND ACCRUED EXPENSES

The Organization records expenses as they incur and therefore have accounts payable and accrued expenses. Accounts payable consists of rent, utilities, insurance, and other expenses. Accounts payable for the year ended June 30, 2022 and 2021 was \$869 and \$432, respectively.

See Independent Accountants' Review Report

MINERAL COUNTY CONVENTION & VISITORS BUREAU
NOTES TO FINANCIAL STATEMENTS

NOTE 5 - ACCOUNTS PAYABLE AND ACCRUED EXPENSES - Continued

Accrued expenses are made up of accrued wages and payroll taxes due to the Organization's pay period running through the fiscal year end. Accrued wages for the year ended June 30, 2022 and 2021 were \$569 and \$488, respectively. Accrued payroll taxes for the year ended June 30, 2022 and 2021 were \$43 and \$37, respectively.

NOTE 6 - RELATED PARTY TRANSACTIONS

The Organization shares a building with the Mineral County Chamber of Commerce. The Organization pays \$300 per month for rent and their share of utilities. The rental agreement is on a month-to-month renewal basis.

NOTE 7 - CREDIT AND CUSTODIAL RISK

As of June 30, 2022, the Organization had recorded other receivables, of which 100% of the balance was from Mineral County in 2022. As these receivables are believed to be completely collectable, an allowance for doubtful accounts is not recorded, nor is the receivable collateralized. The other receivable is expected to be collected in less than one year.

Cash and cash equivalents of the Organization as of June 30, 2022 were \$32,433 and the bank account balances were \$32,441. Of the bank account balances, \$32,441 was covered by federal depository insurance.

Cash and cash equivalents of the Organization as of June 30, 2021 were \$37,976 and the bank account balances were \$37,976. Of the bank account balances, \$37,976 was covered by federal depository insurance.

NOTE 8 - UNCERTAIN TAX POSITIONS

The Organization follows FASB Accounting Standards Codification, which provides guidance on accounting for uncertainty in income taxes recognized in an organization's financial statements. The guidance prescribes a recognition and measurement of a tax position taken or expected to be taken in a tax return, and also provides guidance on derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition.

As of June 30, 2022, the Organization had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Organization's policy is to recognize interest and penalties on unrecognized tax benefits in income tax expense in the financial statements. No interest and penalties were recorded during the year ended June 30, 2022 and 2021.

See Independent Accountants' Review Report

MINERAL COUNTY CONVENTION & VISITORS BUREAU
NOTES TO FINANCIAL STATEMENTS

NOTE 9 – SUBSEQUENT EVENTS

There were no subsequent events required to be disclosed as of September 23, 2022 which is the date the financial statements were available to be issued.

See Independent Accountants' Review Report