

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Audited Financial Statements

June 30, 2018

Prepared by
SIGNE GRIMSTAD
Certified Public Accountant
530 NW 3rd Street
PO Box 1930
Newport, Oregon 97365

BUELLTON VISITORS BUREAU

BUELLTON, CALIFORNIA

BOARD OF DIRECTORS

Tessi Martinez	President
Janeen Bouslaugh	Vice President
Kathy Vreeland	Secretary
Mark Mendenhall	Treasurer
Rudolph Henderson	Military Affairs Chair
Chris Merz	Director
Sonia Jimenez	Director
Camden Wirick	Director
Amber Schmaeling	Director
Ron Anderson	Director
Vacant	City Council Liaison

STAFF

Kathy Vreeland	Executive Director
Jody Knoell	Office Manager
Cheryl Kerr	Office Assistant

ADDRESS

597 Avenue of Flags, Unit 101
PO Box 231
Buellton, California 93427

**BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA**

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GRIMSTAD & ASSOCIATES

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Kathy Vreeland, Executive Director
Buellton Visitors Bureau
Buellton, California 93427

I have audited the accompanying financial statements of Buellton Visitors Bureau (part of a nonprofit corporation), which comprise the statement of financial position as of June 30, 2018, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

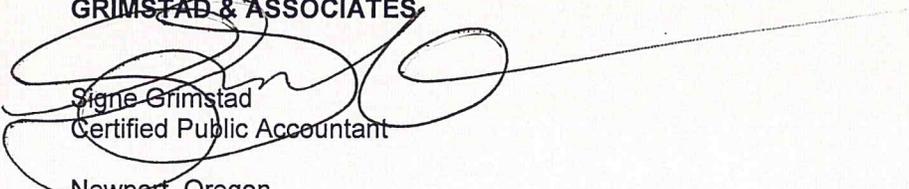
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Buellton Visitors Bureau as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

GRIMSTAD & ASSOCIATES


Signe Grimstad
Certified Public Accountant

Newport, Oregon
November 1, 2018

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Statement of Financial Position
June 30, 2018

Assets	Amount
Current assets	
Cash and cash equivalents	\$ 151,353
Accounts receivable	33,333
Prepaid expenses	37,879
Total current assets	222,565
Fixed assets	
Furniture and equipment	71,408
Less: Accumulated depreciation	(22,136)
Net fixed assets	49,272
Other assets	
Logo and web site	32,860
Less: Accumulated amortization	(11,607)
Net intangible assets	21,253
Total assets	\$ 293,090
Liabilities and net assets	
Current liabilities	
Accounts payable	\$ 13,666
Accrued wages	4,435
Accrued payroll taxes	2,086
Total current liabilities	20,187
Net assets	
Temporarily restricted - Visitors Bureau	272,903
Total net assets	272,903
Total liabilities and net assets	\$ 293,090

The accompanying notes are an integral part of these financial statements.

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Statement of Activities
For the Year Ended June 30, 2018

	Amount
Revenues:	
City of Buellton contract	\$ 400,000
County of Santa Barbara contract	2,620
Total revenues	402,620
Support:	
Contributions in-kind	13,584
Total support	13,584
Total revenues and support	416,204
Expenses:	
Program services:	
Visitors Bureau	446,739
Decrease in net assets	(30,535)
Net assets at beginning of fiscal year	303,438
Net assets at end of fiscal year	\$ 272,903

The accompanying notes are an integral part of these financial statements.

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Statement of Functional Expenses for Program Services
For the Year Ended June 30, 2018

	Amount
Salaries and wages	\$ 100,011
Payroll taxes	8,037
Contract labor	5,380
Workers' compensation	590
Total personnel costs	114,018
Advertising	174,538
Accounting	3,450
Bank and credit card fees	1
Billboards	19,433
Conferences and meetings	2,870
Consulting	38,500
Dues and subscriptions	1,259
Economic development	21,148
Insurance	1,954
Maintenance and repairs	2,483
Mileage	881
Office supplies and expenses	1,771
Payroll service fees	1,800
Postage	1,836
Property tax	378
Rent	3,784
Security	306
Sponsorships and donations	14,034
Telephone and internet	2,028
Trade shows	7,452
Winter Fest	10,563
Web site	692
Total operating expenses	425,179
Contributions in-kind	13,584
Amortization	1,286
Depreciation	6,690
Total expenses	\$ 446,739

The accompanying notes are an integral part of these financial statements.

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Statement of Cash Flows
For the Year Ended June 30, 2018

	<u>Amount</u>
Cash flows from operating activities	
Increase in net assets	\$ (30,535)
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Amortization	1,286
Depreciation	6,690
Changes in operating assets and liabilities:	
(Increase) decrease in:	
Accounts receivable	-
Prepaid expenses	(22,837)
Increase (decrease) in:	
Accounts payable	9,336
Accrued wages	881
Accrued payroll taxes	156
Net cash provided by operating activities	(35,023)
Cash flows from investing activities	
Website work in progress	(20,000)
Net cash used by investing activities	(20,000)
Net decrease in cash and equivalents	(55,023)
Cash and cash equivalents at beginning of fiscal year	206,376
Cash and cash equivalents at end of fiscal year	\$ 151,353

The accompanying notes are an integral part of these financial statements.

**BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA**

Notes to the Financial Statements
For the Year Ended June 30, 2018

Note 1 - Significant Accounting Policies

The following is a summary of significant accounting policies followed in the preparation of these financial statements. The policies conform to accounting principles generally accepted in the United States of America applicable to voluntary health and welfare organizations and have been consistently applied.

Nature of operations

The Buellton Visitors Bureau (BVB) is operated by the Buellton Business Association/Chamber of Commerce (BBACC), whose mission is to serve as an advocate and resource for businesses in the City of Buellton, and to promote tourism and economic development through the BVB in the City of Buellton, located in the central coast area of California. The BVB derives its revenues from grants from the City of Buellton and the County of Santa Barbara.

Description of program

Visitors Bureau - Promotes the City of Buellton and the surrounding community as a tourist destination by providing resources to area visitors on where to eat, what to do, sights to see, and scheduled events, all in an effort to give enjoyment, entertainment, and reasons for visitors to return to the Buellton area.

Basis of accounting

The accompanying financial statements have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other accruals.

Basis of presentation

Net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that can be fulfilled by actions of the Organization pursuant to those stipulations or that expire by the passage of time. BBACC receives contract funds from the City of Buellton and the County of Santa Barbara temporarily restricted for BVB operations.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of such assets permit the Organization to use all or part of the income earned on the assets.

Use of estimates

The preparation of financial statements in conformity with the accrual basis of accounting includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Subsequent events

Subsequent events have been evaluated through November 1, 2018, which is the date the financial statements were available to be issued.

Functional allocation of expenses

The costs of providing the various programs have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Accordingly, certain management and general expenses have been allocated among the program and supporting services benefited.

Tax status

BBACC has been determined to be exempt from federal and state income tax under section 501(c)(6) of the Internal Revenue Code, and Section 23701(e) of the California Revenue and Taxation Code, respectively, except for taxes on unrelated business income. With few exceptions, BBACC is no longer subject to U.S. federal and state income tax examinations by tax authorities for fiscal years before July 1, 2015 and 2014, respectively.

BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA

Notes to the Financial Statements
For the Year Ended June 30, 2018

Note 1 - Significant Accounting Policies (continued)

Cash

All short-term investments with original maturities of three months or less are considered to be cash equivalents.

Accounts receivable and allowance for doubtful accounts

Receivables are accounted for on the accrual basis and become past due after 30 days. No allowance for uncollectable accounts has been provided, as all outstanding amounts are typically collected. Trade receivables are written off if all efforts at collection have failed and management determines that collection is unlikely.

Fixed assets

Purchases of fixed assets costing \$500 or more are capitalized. Donated fixed assets valued at \$500 or more are capitalized and recorded at fair value at the time of receipt. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. The cost and accumulated depreciation of property sold or retired is removed from the related asset and accumulated depreciation accounts and any resulting gain or loss is recorded in the fiscal year of disposal. Depreciation is calculated utilizing the straight-line method over the estimated useful lives of the assets, that range from five to seven years for equipment.

Donations of property and equipment

Donations of property and equipment (long-lived assets) that do not have donor imposed stipulations about how long the property must be used are recorded as unrestricted contributions in the fiscal year received.

Revenue recognition

Grants and contributions are recognized as revenue when received, or receivables if the amount to be received can be reasonably estimated and collection is reasonably assured, under the accrual method of accounting. All other revenues are recorded when earned.

Contributed services

Contributed services are recorded at fair value in the financial statements if the services either (a) create or enhance a nonfinancial asset, or (b) require specialized skills; are provided by persons possessing those skills; and would need to be purchased if they were not donated as required by ASC 958. Some volunteers have donated significant amounts of time to BVB's activities, that is not reflected in the accompanying financial statements because these services did not meet the above criteria.

Advertising costs

Advertising costs intended to solicit revenue in an exchange transaction are expensed in the period incurred.

Restricted and unrestricted revenues

Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Note 2 - Credit Risk

Cash for the BBACC and BVB are held in separate bank accounts. All BVB cash in banks was insured by the federal depository insurance corporation at June 30, 2018.

**BUELLTON VISITORS BUREAU
BUELLTON, CALIFORNIA**

Notes to the Financial Statements
For the Year Ended June 30, 2018

Note 3 - Fixed Assets

Fixed assets at June 30, 2018, are detailed in the following schedule:

Buellton Visitors Bureau:	Beginning Balance	Additions	Disposals	Ending Balance
Furniture and equipment	\$ 71,408	\$ -	\$ -	\$ 71,408
Less: Accumulated depreciation	(15,446)	(6,690)		(22,136)
Net fixed assets	<u>\$ 55,962</u>	<u>\$ (6,690)</u>	<u>\$ -</u>	<u>\$ 49,272</u>

Note 4 - Intangible Assets

Intangible assets at June 30, 2018, are detailed in the following schedule:

Buellton Visitors Bureau:	Beginning Balance	Additions	Disposals	Ending Balance
Logo and web site	\$ 12,860	\$ 20,000	\$ -	\$ 32,860
Less: Accumulated amortization	(10,321)	(1,286)		(11,607)
Net intangible assets	<u>\$ 2,539</u>	<u>\$ 18,714</u>	<u>\$ -</u>	<u>\$ 21,253</u>

Note 5 - Concentrations

The City of Buellton's contract with BBACC for promoting the City of Buellton to tourists and visitors through the BVB, accounts for 99% of total BVB revenues and support for the fiscal year ended June 30, 2018. No other grantor or contractor accounted for ten percent or more of total revenues and support.

The amount due from the City of Buellton accounted for 100% of total BVB accounts receivable at June 30, 2018. No other contractor, grantor, contributor, or customer accounted for ten percent or more of total accounts receivable.

Note 6 - Contributions In-kind

BVB contributions in-kind for the fiscal year ended June 30, 2018, consisted of office space, and professional services as detailed below:

	Amount
Office space	\$ 12,150
Accounting services	1,434
Total contributions in-kind	<u>\$ 13,584</u>

Note 7 - Operating Leases

BVB leases office space, office equipment, billboards, and a storage unit under various operating leases. Billboard leases are on an annual rental basis, the storage units and most office equipment are on month to month agreements. The copier equipment lease matures in July 2018, and the office space lease matures in July 2019, and may be extended for two additional five year terms. The lease payments for office space are waived if the BVB and BBACC provide certain economic development services specified by the City of Buellton (see Note 9). BVB rent expense for the fiscal year ended June 30, 2018, totaled \$23,217, including billboard utilities and maintenance fees. Future minimum rental payments required under the lease agreements are as follows:

Fiscal year ended June 30,	Amount
2019	\$ 16,361
2020	16,200
Total	<u>\$ 32,561</u>

**BUELLTON VISITORS BUREAU
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Notes to the Financial Statements
For the Year Ended June 30, 2018

Note 8 - Temporarily Restricted Net Assets

Temporarily restricted net assets consists of unspent contract funds from the City of Buellton for the operations of the Buellton Visitors Bureau. BVB activity for the fiscal year ended June 30, 2018, is as follows:

Temporarily restricted net assets:	<u>Beginning Balance</u>	<u>Received</u>	<u>Released</u>	<u>Ending Balance</u>
Buellton Visitors Bureau				
City of Buellton contract funds	<u>\$ 303,438</u>	<u>\$ 416,204</u>	<u>\$ (446,739)</u>	<u>\$ 272,903</u>

Note 9 - Contingency

In July 2009, BBACC moved its office, including BVB space, to 597 Avenue of Flags, Unit 101, in Buellton. The new office and BVB facility are leased to BBACC by the City of Buellton for \$1,350 per month. The monthly rent is waived if BBACC complies with specific economic development services detailed in the lease addendum, including start dates, and performance standards for each required service. See Note 7 also. A brief description of each economic development service required under the lease addendum follows:

1. Prepare an Action Plan and Draft Budget with annual goals and objectives, including commerce development.
2. Prepare quarterly reports to verify compliance with all tasks required by the lease agreement.
3. Perform a business needs survey in conjunction with BBACC annual membership renewal, and provide results to the City of Buellton.
4. Include updates on State and Federal legislation impacting local businesses in the BBACC member newsletter.
5. Develop a business attraction and retention committee.
6. Actively identify and recruit employers in the region to locate businesses and facilities in Buellton.
7. Distribute an economic development promotional packet to prospective businesses desiring to locate in the City of Buellton.
8. Distribute information on the Small Business Administration loan process to assist local businesses in obtaining loans to enable them to locate, or stay, in Buellton.
9. Assume the leadership role in promoting and organizing events in Buellton.
10. Operate the Buellton Visitors Bureau providing information on local attractions and events to residents and visitors.
11. Actively identify and contact companies providing group activities, such as wine tours, tour companies, and travel agents, to come to Buellton.
12. Develop promotional material and advertising promoting the City of Buellton as a tourist destination, and distribute this information through personal contact, mail, and the Internet.
13. Develop and maintain a web site promoting tourism in Buellton.
14. Participate in appropriate exhibits and fairs that promote Buellton, and attract tourists.

Note 10 - Related Party

One board member is a vendor for the BVB who changes vinyl on billboards. Total amount paid to this vendor was \$1,677, for the fiscal year ended June 30, 2018.