



Dave Yost • Auditor of State

MANAGEMENT LETTER

Convention Facilities Authority
Hamilton County
801 Plum Street
Cincinnati, Ohio 45202

To the Board of Directors:

We have audited the financial statements of the Convention Facilities Authority, Hamilton County, Ohio (the CFA) in accordance with *Government Auditing Standards*, as of and for the year ended December 31, 2015, and have issued our report thereon dated May 19, 2016.

Government Auditing Standards require us to report significant internal control deficiencies, fraud, (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of financial statement amounts. We have issued the required report dated May 19, 2016, for the year ended December 31, 2015.

We are also submitting the following comments for your consideration regarding the CFA's compliance with applicable laws, regulations, grant agreements, contract provisions, and internal control. These comments reflect matters that do not require inclusion in the report *Government Auditing Standards* requires. Nevertheless, these comments represent matters for which we believe improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, these comments reflect our continuing desire to assist the CFA. If you have questions or concerns regarding these comments please contact your regional Auditor of State office.

RECOMMENDATION

*Minutes

The Board of Directors' minutes are the official record of the proceedings of the Convention Facilities Authority and should document all significant actions taken by the Board. The Board should provide a monitoring control for the CFA by reviewing and signing the minutes indicating the approval of the actions taken as documented in the official minutes.

We noted the following conditions related to the CFA's minutes:

- Signed minutes for 2 of the 3 meetings in 2015 were not made available for audit.
- No written minutes were prepared for September 18, 2015 meeting.
- The CFA did not post minutes for 2 of the 3 meetings in 2015 to the CFA's webpage on the Hamilton County website.

We recommend that the CFA promptly prepare official minutes that are approved by the Board, signed by the Board President and the person who prepared the minutes, and maintained for public review such as on the Hamilton County website's page for the CFA.

* These matters were also reported in the audit of the 2014 financial statements.

We intend this report for the information and use of the CFA Board of Directors and management.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State

Columbus, Ohio

May 19, 2016