



# City of Virginia Beach

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September 20, 2016

Brad Van Dommelen, Director  
Convention and Visitors Bureau  
Towne Bank Building, Suite 500  
Virginia Beach, VA 23451

Subject: Results of the Agreed-Upon Procedures for Convention and Visitors Bureau FY  
2016 Procurement Card Transactions

Dear Mr. Van Dommelen,

We have reviewed the FY 2016 procurement card transactions of the Convention and Visitors Bureau (CVB).

This review was an agreed-upon procedures engagement conducted in accordance with Government Auditing Standards (GAS). GAS incorporates financial and attestation standards established by the American Institute of Certified Public Accountants. These standards also provide guidance for performing and reporting the results of agreed-upon procedures. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

The Office of the City Auditor reports to City Council through the Audit Committee and is organizationally independent of all City Departments. This report will be distributed to the City's Audit Committee, City Council, City Manager, and appropriate management within the City.

We were not engaged to perform and did not perform an examination or GAS review of the subject matter, the objective of which would have been the expression of an opinion or limited assurance. Had we performed additional procedures, other matters may have come to our attention that would have been reported to you. We completed the agreed-upon procedures on August 16, 2016.

This report is intended solely for the information and use of the Audit Committee and management of CVB. It is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

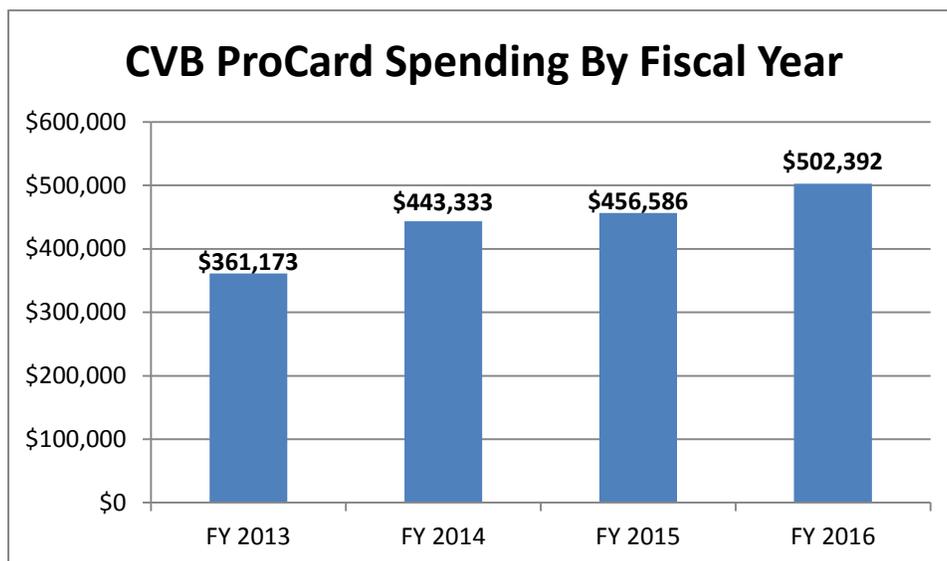
The procedures we agreed to perform were a review of CVB's procurement card transactions during FY 2016 for reasonableness and compliance with the City's procurement card policies and procedures as well as the City's administrative directives governing travel and purchases.

The procedures performed were as follows:

- (1) We obtained all 2,883 procurement card transactions from June 28, 2015 through June 27, 2016 totaling \$502,392.10. We selected all 230 June 2016 procurement card transactions as well as 111 other selected transactions throughout the year using various different criteria (i.e., largest amount, largest meal amount, gift cards, etc.). Overall, the transactions reviewed totaled \$141,142.45 (28%).
- (2) We examined each CVB cardholder's transaction log to:
  - A) Agree the cardholder's Pro Card billing statement with his/her transaction log;
  - B) Determine if the cardholder, immediate supervisor and the program manager signed the transaction log and billing statement;
  - C) Determine if applicable backup documentation of each transaction is included with the transaction log (including detailed receipts for meals);
  - D) Determine if transactions comply with VII. *Credit Card Application and Use Procedures, of the Virginia Beach Pro Card Manual*;
  - E) Further review transactions for meals at local restaurants, large purchase amounts, and other reasonableness criteria.

**Results:**

Overall, we found the CVB procurement card transactions for FY 2016 to be in compliance with the City's policies and procedures and minor exceptions were verbally discussed with management and considered closed. For your information, we provide the past four fiscal years' total ProCard spending charges:



Brad Van Dommelen, Director, Convention and Visitors Bureau  
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We would like to thank CVB management for their courteous assistance during the course of our engagement. Should you have any questions, please do not hesitate to contact me at 385-5872 or via e-mail at [lremias@vbgov.com](mailto:lremias@vbgov.com).

Sincerely,



Lyndon S. Remias, CPA, CIA  
City Auditor

cc: City Council  
Audit Committee  
Dave L. Hansen, City Manager  
Patricia Phillips, Director, Department of Finance