

Monday, August 25th, 2025

West Virginia State Auditor's Office: Shellie Humphries, <u>Igs@wvsao.gov</u>
West Virginia Joint Committee on Government & Finance: Drew Ross, <u>drew.ross@wvlegislature.gov</u>
West Virginia Association of Convention and Visitors Bureaus: Jordan Nuzum, <u>inuzum@bowlesrice.com</u>

Dear West Virginia State Auditor, West Virginia Joint Committee on Government and Finance, and the West Virginia Association of Convention and Visitors Bureaus,

With the passing of Senate Bill 488 during the 2021 West Virginia Legislature's Regular Session, several new requirements have been implemented on Convention and Visitors Bureaus to qualify for distributors of the hotel occupancy taxes by the county(s) and/or the municipalities we serve.

In compliance with West Virginia State Code 7-18-13a, Convention and Visitors Bureaus are required to now report to the West Virginia State Auditor's Office, the West Virginia Joint Committee on Government and Finance, and the West Virginia Association of Convention and Visitors Bureaus 90 days following the end of the Convention and Visitors Bureau's fiscal year the following information:

- Balance Sheet annually
- Income Statement annually
- Audit or Financial Review triennially, West Virginia State Code 7-18-14

In addition, Convention and Visitors Bureaus are to be accredited by an accrediting body such as the West Virginia Association of Convention and Visitors Bureaus, West Virginia State Code 7-18-13a(b), which confirms compliance with the following industry standards:

- Annual budget
- Budget allocation within the industry standard of 40%, 40%, 20% (marketing, personnel, administrative)
- Marketing plan targeting markets outside the 50-mile radius of their destination
- Full-time Executive Director
- Physical office/Visitor Center
- Website
- Annual reporting to all the Convention and Visitors Bureau's funding entities

On behalf of the Pocahontas County Convention and Visitors Bureau and Board of Directors, we respectfully submit the required information and confirm that the Pocahontas County Convention and Visitors Bureau is in full compliance with all the West Virginia State Code 7-18-13a requirements.

If you have any questions, please contact the Pocahontas County Convention and Visitors Bureau Executive Director, Chelsea Faulknier at, <a href="mailto:cfaulknier@pocahontascountywv.com">cfaulknier@pocahontascountywv.com</a> or call 304-799-4636. You may also contact the President of the Pocahontas County Convention and Visitors Bureau Board of Directors, Robert Sheets, at <a href="mailto:fortwarwick@gmail.com">fortwarwick@gmail.com</a>.

Sincerely,

Chelsea Faulknier Chelsea Faulknier

Executive Director, Pocahontas County Convention and Visitors Bureau

Robert Sheets

Robert Sheets

President, Pocahontas County Convention and Visitors Bureau Board of Directors

Cc: Pocahontas County Commission, Town of Marlinton

Attachments included in this report: 2024-2025 Annual Budget; 2024 Financial Review; June 30, 2025 Balance Sheet; July 1, 2025 – June, 30, 2025 Profit Loss Income Statement; PCCVB Annual Report July 2024 – June 2025

## **Pocahontas County Convention & Visitors Bureau**