971 State Route 34, Suite 1, Hurricane, WV 25526
(304) 757-7282   www.visitputnamwv.com

August 6, 2026

**Putnam County Commission** - mkimberling@putnamwv.org
**WV State Auditors' Office –** lgs@wvsao.gov
**WV Joint Committee on Government & Finance –**
https://www.wvlegislature.gov/Reports/Agency_Reports/AgencyReports.cfm
**WVACVB –** Jnuzum@bowlesrice.com

Dear Putnam County Commission, WV State Auditor's Office, WV Joint Committee on Government & Finance, and WV Association of Convention & Visitor Bureaus,

In compliance with W.Va. Code §7-18-13a, we are submitting to the Putnam County Commission, WVSAO, WV Joint Committee on Government & Finance, and WVACVB the following for the fiscal year ending June 30, 2026:

- Balance sheet
- Income statement
- Our most recently completed (FY2025) financial review

In addition, we are accredited by the WV Association of Convention and Visitors Bureaus (WVACVB) W.Va., which conforms to code §7-18-13a(b) and confirms compliance with the following industry standards as follows:

- Maintains an annual budget,
- Conforms to budget allocation within the industry standard of 40% - 40% - 20% (Marketing, Personnel, Administrative),
- Develops a marketing plan targeting markets outside of 50 miles of their destination,
- Employs a full time executive director,
- Maintains a physical office/ visitor center,
- Maintains a current website, and
- Submits annual report to all the CVBs funding entities

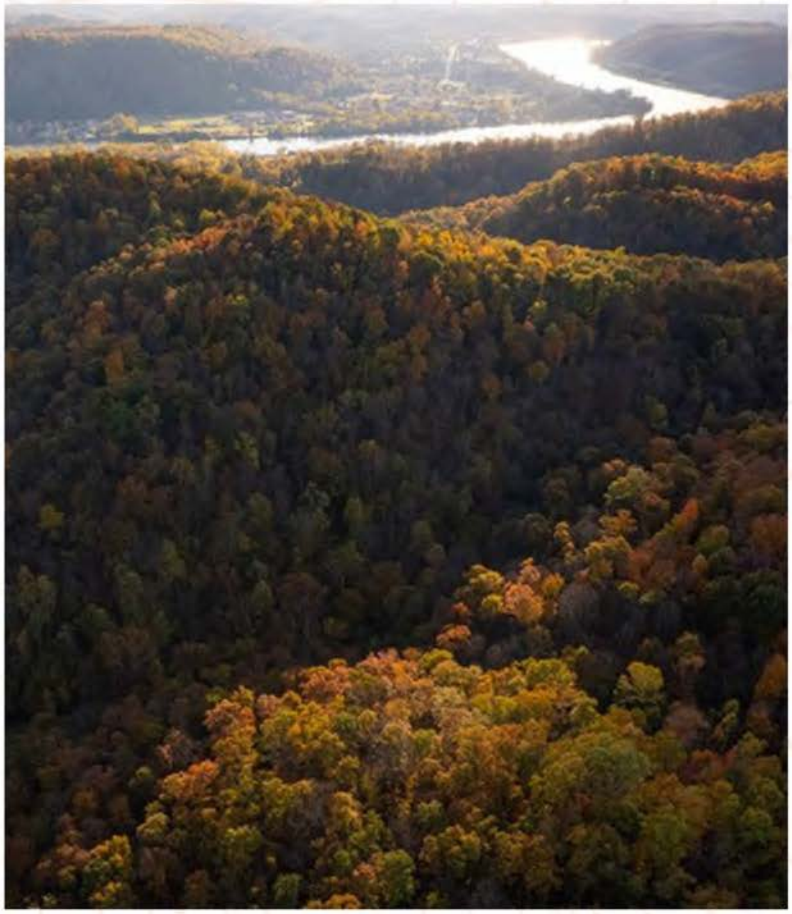
On behalf of the Putnam County Convention and Visitors Bureau (DBA Putnam County Tourism), I respectfully submit the required information and confirm that the organization is in full compliance with all WV Code 7-18-13 requirements. If you have any questions, please contact me at kelli@putnamtourism.com or 304-757-7282.

Sincerely,

Kelli M. Steele

**Kelli Steele**
Executive Director

***Attachments**: Income statement (July 1, 2025 – June 30, 2026), Balance sheet (June 30, 2026), Annual report (FY2026), and most recent Annual audit/review (FY2025).*



# Annual Report 2025-2026

# Board of Directors

**Ashley Alford Glance**, President
Putnam County Chamber of Commerce

**Alexandra Pfost Chaney**, Vice President
Freelance Social Media Manager

**Angela Harding**, Treasurer
Sleep Inn / MainStay Suites

**Kathie Hess Crouse**
West Virginia House of Delegates

**Maggie Parsons**
WV Dept. of Agriculture, Putnam Co. Fair

**Amanda Ramey**
City of Hurricane / Putnam Co. Commission Representative

**Joe Stevens**
Nitro CVB

**Rob Sydenstricker**
FireSide Grille

**Justin Williams**
Putnam County Parks

**Matt Young**
Meeks Mountain Trails Representative

# Executive Summary

Each year, preparing this annual report is enjoyable because it allows us to reflect on accomplishments from the previous year, and preview initiatives for the year ahead.

This year, that reflection comes with a good problem to have: our hotels have operated at or near maximum occupancy for a prolonged stretch, a clear signal that demand has outgrown our current room inventory. Additionally, short term vacation rental inventory has grown, with the occupancy rate remaining steady.

Continued economic growth has kept business travel strong, layered on top of steady leisure visitation, and our destination continues to grow despite national lodging occupancy softening. That resilience speaks to the strength of what we've built here, but it also sharpens one of our central challenges: we have a ceiling on how much more visitor spend we can capture. Without meaningful winter outdoor recreation or cold-weather attractions, visitation in the off-season remains an uphill climb.

These are the honest tensions we're working through as we plan ahead, but with tenacity and creativity we'll work to address the challenge impactfully.

With gratitude,

Kelli

## Staff

**Kelli Steele**
Executive Director

**Jennifer Barker**
Office & Outreach Coordinator

**Khloe Smith**
Content Coordinator

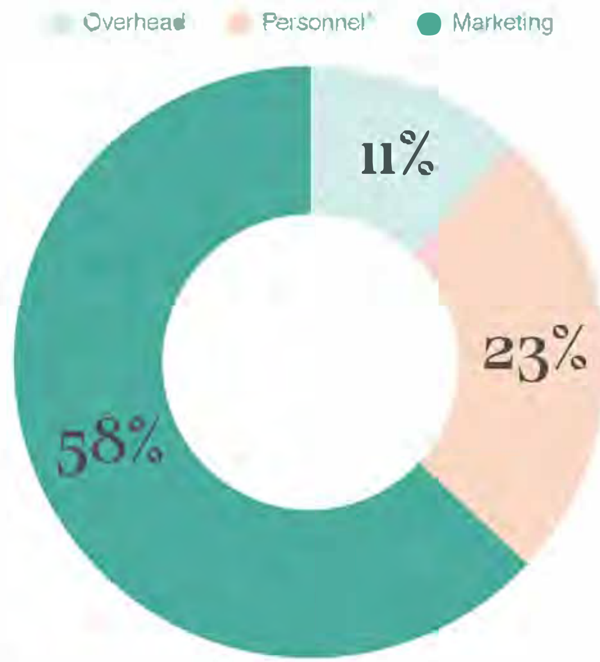
# Financial Overview

## Budget Summary & Notes

State code requires our budget to allocate a minimum of 40% of the occupancy tax revenue we receive directly on marketing expenses, a maximum of 40% toward personnel, and a maximum of 20% toward overhead.

Because occupancy tax was up more than anticipated, and two large expenses invoiced late, 8% of our FY2026 revenue will carry over to the FY2027 marketing budget.

*A large portion of personnel time is allocated toward marketing initiatives, which would have otherwise gone to a marketing agency or outside vendors. When accounting for that portion of personnel expenses, it brings the total amount invested in marketing to 58%.




**8%** of revenue from FY2026 will carry over to the FY2027 marketing budget

Occupancy tax collections are up **10.6%** over last fiscal year

*Record occupancy tax revenue in FY2026*

| **Revenue** | |
|---|---|
| Occupancy Tax Revenue | $291000 |
| **Total Revenue** | **$292,321** |
| **Expenses** | |
| Overhead | $32,826 |
| Personnel (Administrative) | $65,524 |
| Personnel (Marketing) | $35,901 |
| Marketing | $133,587 |
| **Total Expenditures** | **$267,838** |

# Organizational Highlights

## Team Sports Recruiting


Partnering with CVBs across the Metro Valley, we attended the TEAMS conference with a redesigned camp-themed booth. We were able to attract events to the Metro Valley, directly resulting in overnight stays in Putnam County.

## Off the Beaten Path

The Putnam Pathfinder initiative encouraged folks to explore lesser known trails in the area such as the Toyota Biodiversity Trail in Buffalo and the Walter Nature Park out on Red House hill. This opens up opportunities for growth in the county's lesser populated areas.

## Content Creator Investment

We increased our marketing spend on content creators and will continue to do so in FY2027 to inspire travelers who haven't yet been introduced to Putnam County, and to generate content to meet people where they are actively searching for travel content.

## Destination Optimization Program

Through partnership with WVDT's Cooperative Advertising, we participated in Miles Partnership's Destination Optimization Program. This allowed us to update 100 Putnam County businesses on Google Business and Trip Advisor listings in May. This strengthens visibility in both traditional search and through growing AI search. **This cost local businesses nothing**. In the first two months since the program was completed, images provided by Putnam County Tourism to Google Business Listings received **nearly 100,000 views**.

# Visitor Impact

While folks aren't typically thinking about their economic impact when visiting another area, it's our job to pay attention to just that. Whether it's a leisure, business, or day trip, visitation has a significant impact on a community by pouring new money into the local economy. When visitors spend money on lodging, dining, entertainment, retail, and other services, this revenue supports local businesses, creates jobs, and generates tax revenue that can be reinvested into community projects and infrastructure.

Residents spend significant money within the community, which valuably circulates existing funds, visitors bring in external money, enhancing the community's overall financial health. As a result, tourism can help diversify the economy, reduce unemployment, and increase the quality of life for local residents.

**44%**
of **all** spend was from visitors

**98%**
of all **lodging** spend was from visitors

**44%**
of all **retail** spend was from visitors

*Spending statistics here include local visitors in addition to those coming from 50+ miles away*

**38%**
of all **restaurant** spend was from visitors

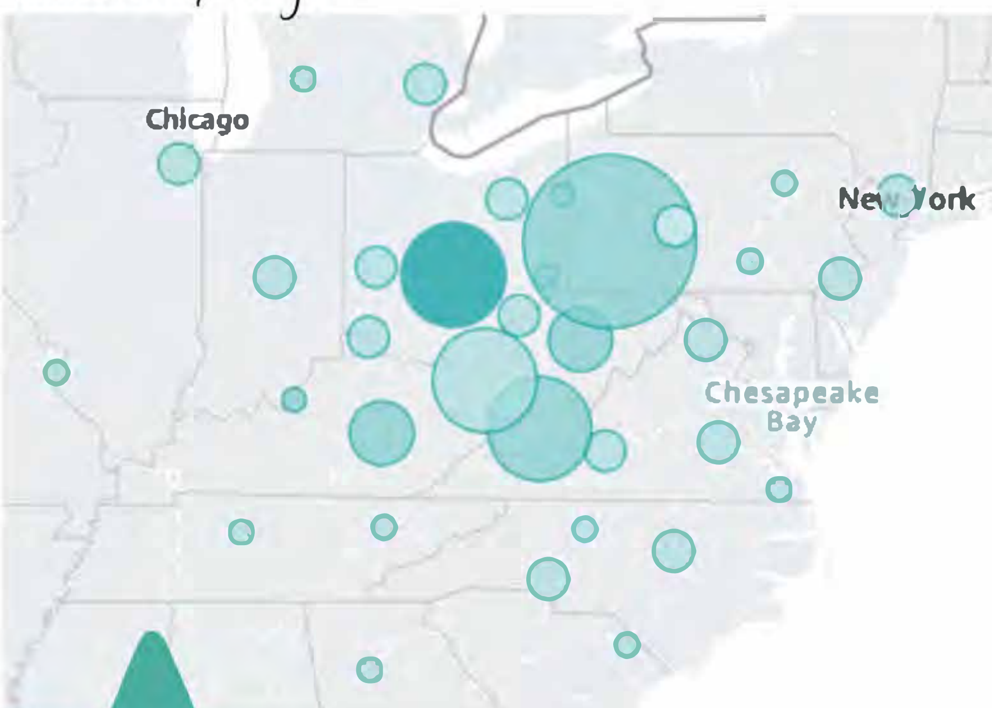
# Visitor Profile

## Who's visiting?

The data we have about visitors provides an incalculable advantage to our organization and partners. This information helps us market far more efficiently, understand which visitors have the potential to make the biggest economic impact, and advocate for our industry when opportunities arise.


*of overnight visitors are from out of state!*

*Markets of origin*





*of visitors have children in their household*


*visitors go to an outdoor recreation POI*

**TOP 5** out of state markets observed at accommodations

1. Columbus, OH
2. Cleveland/Akron/ Canton OH
3. Pittsburgh, PA
4. Atlanta, GA
5. Chicago, IL

*Columbus folks also had the highest visitor spend!*

Putnam County tourism

971 WV-34, Suite 1
Hurricane, WV 25526

VisitPutnamWV.com
304-757-7282

# Putnam County Tourism

## Budget vs. Actuals: FY26 P&L

July 2025 - June 2026

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 505 Income-County Commission | 291,000.00 | 290,000.00 | 1,000.00 | 100.34 % |
| 520 Income-Events | 1,321.05 | 2,600.00 | -1,278.95 | 50.81 % |
| **Total Revenue** | **$292,321.05** | **$292,600.00** | **$ -278.95** | **99.90 %** |
| GROSS PROFIT | **$292,321.05** | **$292,600.00** | **$ -278.95** | **99.90 %** |
| Expenditures | | | | |
| 773 Reserve Funds | | 2,000.00 | -2,000.00 | |
| Overhead | | 0.00 | 0.00 | |
| 730 Bank Fees | 392.20 | 0.00 | 392.20 | |
| 740 Accounting/Audit Review | 8,513.65 | 9,000.00 | -486.35 | 94.60 % |
| 779 Insurance | 3,651.00 | 3,700.00 | -49.00 | 98.68 % |
| 790 Equipment | 569.99 | 600.00 | -30.01 | 95.00 % |
| 791 Furniture | | 0.00 | 0.00 | |
| 825 Miscellaneous/Special Projects | 1,278.78 | 700.00 | 578.78 | 182.68 % |
| 830 Membership Fees/License | 3,089.12 | 3,200.00 | -110.88 | 96.54 % |
| 845 Postage | 126.00 | 300.00 | -174.00 | 42.00 % |
| 850 Rent | 10,219.80 | 11,000.00 | -780.20 | 92.91 % |
| 870 Supplies-Office | 836.13 | 1,000.00 | -163.87 | 83.61 % |
| 881 Telephone | 2,096.94 | 1,800.00 | 296.94 | 116.50 % |
| 885 Travel | 1,159.45 | 1,500.00 | -340.55 | 77.30 % |
| 888 IT Services & Operations Software | 893.17 | 1,200.00 | -306.83 | 74.43 % |
| **Total Overhead** | **32,826.23** | **34,000.00** | **-1,173.77** | **96.55 %** |
| Personnel | | 0.00 | 0.00 | |
| 775 Salaries/Wages | 94,112.22 | 94,000.00 | 112.22 | 100.12 % |
| 776 Taxes | 7,312.82 | 8,000.00 | -687.18 | 91.41 % |
| **Total 775 Salaries/Wages** | **101,425.04** | **102,000.00** | **-574.96** | **99.44 %** |
| **Total Personnel** | **101,425.04** | **102,000.00** | **-574.96** | **99.44 %** |
| Promotional & Advertising Expenses | | 0.00 | 0.00 | |
| 744 Advertising & Marketing | 57,892.99 | 65,000.00 | -7,107.01 | 89.07 % |
| 747 Digital Tools & Apps | 16,593.59 | 16,000.00 | 593.59 | 103.71 % |
| 750 Brochures | 2,086.95 | 9,500.00 | -7,413.05 | 21.97 % |
| 765 Contract Services (Including Agency Fees) | 8,500.00 | 9,000.00 | -500.00 | 94.44 % |
| 768 Design | 999.11 | 1,000.00 | -0.89 | 99.91 % |
| 769 Events | 11,743.33 | 11,000.00 | 743.33 | 106.76 % |
| 770 Partner Training & Support | 2,936.32 | 3,500.00 | -563.68 | 83.89 % |
| 771 Visitors Center & Services | 3,843.00 | 2,500.00 | 1,343.00 | 153.72 % |
| 774 Multimedia Production | 6,555.67 | 6,000.00 | 555.67 | 109.26 % |
| 855 Research & Analytics | 18,815.00 | 25,000.00 | -6,185.00 | 75.26 % |
| 887 Training/Workshops | 3,620.74 | 3,500.00 | 120.74 | 103.45 % |
| **Total Promotional & Advertising Expenses** | **133,586.70** | **152,000.00** | **-18,413.30** | **87.89 %** |
| **Total Expenditures** | **$267,837.97** | **$290,000.00** | **$ -22,162.03** | **92.36 %** |
| NET OPERATING REVENUE | **$24,483.08** | **$2,600.00** | **$21,883.08** | **941.66 %** |

# Putnam County Tourism

## Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - June 2026

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Other Revenue | | | | |
| 512 Income-Interest | 807.04 | 670.05 | 136.99 | 120.44 % |
| **Total Other Revenue** | **$807.04** | **$670.05** | **$136.99** | **120.44 %** |
| NET OTHER REVENUE | **$807.04** | **$670.05** | **$136.99** | **120.44 %** |
| NET REVENUE | **$25,290.12** | **$3,270.05** | **$22,020.07** | **773.39 %** |

# Putnam County Tourism

## Statement of Financial Position

As of Jun 30, 2026

| | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Checking (7200) | 85,280.89 |
| Reserve Checking (3440) | 112,275.61 |
| **Total for Bank Accounts** | **$197,556.50** |
| Accounts Receivable | |
| 120 Accounts Receivable | 72,500.00 |
| **Total for Accounts Receivable** | **$72,500.00** |
| Other Current Assets | |
| 125 Prepaid Rent | 3,500.00 |
| Interest Income Receivable | 0.00 |
| Prepaid Expense | 0.00 |
| Tax Credit Receivable | 0.00 |
| Uncategorized Asset | 0.00 |
| **Total for Other Current Assets** | **$3,500.00** |
| **Total for Current Assets** | **$273,556.50** |
| Fixed Assets | |
| 140 Furniture & Fixtures | 4,134.00 |
| 150 Leasehold Improvements | 7,000.00 |
| 160 Accumulated Depreciation | -8,174.32 |
| **Total for Fixed Assets** | **$2,959.68** |
| **Total for Assets** | **$276,516.18** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 313 Accounts Payable | 87.00 |
| **Total for Accounts Payable** | **$87.00** |
| Credit Cards | |
| Amex Credit Card | 2,713.09 |
| Credit Card (1006) | 5,820.74 |
| **Total for Credit Cards** | **$8,533.83** |
| Other Current Liabilities | |
| 205 Federal Tax Withheld | 0.00 |
| 206 State Tax Withheld | 305.00 |
| 207 FICA Withheld | 0.00 |
| 231 941 Deposits Suspense | 0.00 |
| 375 N/P Putnam County parks | 0.00 |
| Accrued Payroll Expense | 0.00 |
| Payroll Clearing | -15.90 |
| Sales Tax Agency Payable | 0.00 |
| **Total for Other Current Liabilities** | **$289.10** |

# Putnam County Tourism

## Statement of Financial Position

As of Jun 30, 2026

| | TOTAL |
|---|---:|
| **Total for Current Liabilities** | **$8,909.93** |
| **Total for Liabilities** | **$8,909.93** |
| Equity | |
| 471 Net Assets w/o Donor Restrict. | 40,879.00 |
| 3900 Retained Earnings | 198,710.68 |
| Net Revenue | 28,016.57 |
| **Total for Equity** | **$267,606.25** |
| **Total for Liabilities and Equity** | **$276,516.18** |

# PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.

## FINANCIAL STATEMENTS AND INDEPENDENT ACCOUNTANTS' REVIEW REPORT

## FOR THE FISCAL YEAR ENDED JUNE 30, 2025

PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC
TABLE OF CONTENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
Putnam County Convention & Visitors Bureau, Inc.
Hurricane, West Virginia

We have reviewed the accompanying financial statements of the Putnam County Convention & Visitors Bureau, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Bureau's 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 the 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.

**Accountants' Responsibility**

Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. 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 the Putnam County Convention & Visitors Bureau, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

**Accountants' 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.

THE FYFFE JONES GROUP, AC

Huntington, West Virginia
October 30, 2025

PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2025

| | |
|---|---|
| ASSETS | |
| | |
| Current assets: | |
| Cash | $ 166,578 |
| Hotel and motel tax receivable | 72,500 |
| Prepaid rent - current portion | 3,000 |
| Total current assets | 242,078 |
| | |
| Noncurrent assets: | |
| Prepaid rent - noncurrent portion | 500 |
| Property and equipment | 11,134 |
| Less: accumulated depreciation | (8,174) |
| Total noncurrent assets | 3,460 |
| | |
| TOTAL ASSETS | $ 245,538 |
| | |
| LIABILITIES AND NET ASSETS | |
| | |
| Current liabilities: | |
| Accounts payable | $ 5,664 |
| Payroll tax withheld | 196 |
| Total current liabilities | 5,860 |
| | |
| Total liabilities | 5,860 |
| | |
| Net assets: | |
| Without donor restrictions | 239,678 |
| Total net assets | 239,678 |
| | |
| TOTAL LIABILITIES AND NET ASSETS | $ 245,538 |

See accompanying notes and accountants' review report.

PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

| | Without Donor Restrictions | With Donor Restrictions | Total |
|---|---|---|---|
| REVENUE AND GAINS | | | |
| Hotel and motel tax | $ 268,000 | $ - | $ 268,000 |
| Special event income | 2,465 | - | 2,465 |
| Interest income | 730 | - | 730 |
| TOTAL REVENUE AND GAINS | 271,195 | - | 271,195 |
| EXPENSES: | | | |
| Program services | 212,783 | - | 212,783 |
| Supporting services: | | | |
| Management and general | 49,099 | - | 49,099 |
| TOTAL EXPENSES | 261,882 | - | 261,882 |
| CHANGE IN NET ASSETS | 9,313 | - | 9,313 |
| NET ASSETS, BEGINNING OF YEAR | 230,365 | - | 230,365 |
| NET ASSETS, END OF YEAR | $ 239,678 | $ - | $ 239,678 |

PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025

| | | Supporting Services | |
|---|---|---|---|
| | Program Services | Management and General | Total |
| Salaries and wages | $ 54,477 | $ 23,347 | $ 77,824 |
| Payroll taxes | 4,262 | 1,827 | 6,089 |
| Insurance | 1,136 | 2,205 | 3,341 |
| Membership fees and licensure | 1,047 | 2,031 | 3,078 |
| Postage | 29 | 57 | 86 |
| Telephone | 738 | 1,434 | 2,172 |
| Rent | 4,495 | 8,725 | 13,220 |
| Transportation | 400 | 777 | 1,177 |
| Professional fees | 2,853 | 5,539 | 8,392 |
| Technology | 316 | 614 | 930 |
| Miscellaneous | 1,310 | 2,543 | 3,853 |
| Mobile visitors center | 11,271 | - | 11,271 |
| Brochures | 7,654 | - | 7,654 |
| Training, research, and workshops | 31,066 | - | 31,066 |
| Multimedia production | 12,750 | - | 12,750 |
| Office supplies | 1,013 | - | 1,013 |
| Design and technology | 386 | - | 386 |
| Advertising | 68,547 | - | 68,547 |
| Special events | 8,566 | - | 8,566 |
| TOTAL EXPENSES BEFORE DEPRECIATION | 212,316 | 49,099 | 261,415 |
| Depreciation | 467 | - | 467 |
| TOTAL EXPENSES | $ 212,783 | $ 49,099 | $ 261,882 |

See accompanying notes and accountants' review report.

# PUTNAM COUNTY CONVENTION & VISITORS BUREAU, INC.
## STATEMENT OF CASH FLOWS
## FOR THE FISCAL YEAR ENDED JUNE 30, 2025

| | |
|---|---|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Change in net assets | $ 9,313 |
| Adjustment to reconcile changes in net assets to net cash provided/(used) by operations: | |
| Depreciation expense | 467 |
| (Increase)/Decrease in hotel and motel tax receivable | (5,000) |
| (Increase)/Decrease in prepaid rent | 3,000 |
| Increase/(Decrease) in accounts payable | 3,625 |
| Increase/(Decrease) in payroll tax payable | 3 |
| CASH PROVIDED/(USED) BY OPERATING ACTIVITIES | 11,408 |
| INCREASE/(DECREASE) IN CASH | 11,408 |
| CASH, BEGINNING OF YEAR | 155,170 |
| CASH, END OF YEAR | $ 166,578 |

| | |
|---|---|
| SUPPLEMENTAL CASH FLOW DISCLOSURES: | |
| Interest paid | $ - |
| Taxes paid | $ - |

See accompanying notes and accountants' review report.

## Note 1 – Summary of Significant Accounting Policies:

### A. Organization and Revenue Recognition

The Putnam County Convention & Visitors Bureau, Inc., ("the Bureau") is a nonprofit organization that receives the majority of its revenue from hotel and motel taxes collected by the county government. Under West Virginia State Code, certain hotels, motels, and other short-term lodging entities are required to collect an occupancy tax from customers. A portion of this tax is to be remitted to the convention and visitors bureau that is located in the municipality in which the corresponding lodging entity exists. The Bureau receives this funding from the Putnam County Commission, which collects the tax from hotels, motels, and other short-term lodging entities in Putnam County. The Bureau recognizes this revenue as earned once the Commission has received the tax payments from the hotels, motels, and other short-term lodging entities.

### B. Basis of Presentation

The accompanying financial statements of the Bureau, Inc., have been prepared on the accrual basis of accounting. The Bureau records contributions and grants received as an increase in net assets with donor restrictions, or without donor restrictions, depending on the existence of any donor/grantor restrictions. The Bureau reports information regarding its financial position and activities according to two classes of net assets: with donor restrictions and without donor restrictions.

### C. Business Activity

The Bureau is an economic engine that serves as a conduit to educate visitors and promote the resources of Putnam County. The Bureau works to bring groups, meetings and events to Putnam County and connect that activity with recreational opportunities within the region.

### D. Property and Equipment

Expenditures for property and equipment are stated at cost. Donated assets are recorded at their estimated or appraised value at the date of donation. Depreciation is computed on the straight- line method over the useful lives of the assets, which range from five (5) to fifteen (15) years.

### E. Cash Equivalents

For purposes of the statement of cash flows, all highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash equivalents.

### F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from these amounts.

**Note 1 – Summary of Significant Accounting Policies (Continued):**

**G. Advertising Costs**

Advertising costs are charged to operations in the period in which they occur.

**H. Accounting for Uncertain Tax Positions**

The Bureau follows the provisions of Accounting Standards Codification (ASC) Topic 740, *Income Taxes,* relating to unrecognized tax benefits. This standard requires an entity to recognize a liability for tax positions when there is a 50% or greater likelihood that the position will not be sustained upon examination. The Bureau is liable for taxes to the extent of any unrelated business income as defined by IRS regulations. The Bureau believes that it has not engaged in any unrelated business income as defined by IRS regulations and that it is more likely than not that this position would be sustained upon examination. As such, there were no liabilities recorded for uncertain tax positions as of June 30, 2025.

**I. Expense Allocation**

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The expenses that are allocated include occupancy and depreciation, as well as personnel costs, professional services, office expenses, information technology, insurance, and other, which are allocated on estimates of time and effort.

**J. Hotel and Motel Tax Receivable**

Hotel and motel tax receivable represent consideration from local government agencies, of which the Bureau has an unconditional right to receive. Hotel and motel tax receivable is stated at the amount the Bureau expects to be collected from the outstanding balance. As of June 30, 2025, the Bureau has determined, based on historical experience and subsequent collections, which all amounts are fully collectible and no allowance for doubtful accounts is necessary.

**Note 2 – Liquidity:**

The following reflects the Bureau's financial assets as of the statement of financial position date, reduced by amounts not available (if any) for general use because of contractual or donor- imposed restrictions within one year of the statement of financial position date:

| Financial assets as of June 30, 2025 | |
|---|---|
| Cash | $ 166,578 |
| Hotel and motel tax receivable | 72,500 |
| Financial assets available to meet cash needs for general expenditures within one year | $ 239,078 |

**Note 3 – Property and Equipment:**

Property and equipment consisted of the following at June 30, 2025:

| | |
|---|---|
| Furniture and fixtures | $ 4,134 |
| Leasehold improvements | 7,000 |
| Total | 11,134 |
| | |
| Less: accumulated depreciation | 8,174 |
| Property and equipment - net | $ 2,960 |

**Note 4 – Operating Leases:**

The Bureau has an operating lease agreement for its office space at 971 WV Route 34, Hurricane, West Virginia. Effective September 1, 2016, a one-year lease was executed, renewable annually, with the discounted monthly lease payment of $795 should the Bureau choose to annually renew this lease.

The discounted lease rate is determined by the $30,000 lease prepayment made on September 1, 2016, divided by $250 per month for a total of ten years. The regular lease rate is $1,045 a month.

As of June 30, 2025, the Bureau has a total of $3,500 prepaid rent remaining to apply to the operating lease should the Bureau choose to continue to annually renew the lease. The lease has been renewed annually since inception, and the Bureau intends to continue renewing the lease.

Rent expense for the leased office space was $12,540 for the year ended June 30, 2025.

**Note 5 – Federal Income Taxes:**

Putnam County Convention & Visitors Bureau, is exempt from federal income taxes under Section 501 (c) (4) of the Internal Revenue Code.

**Note 6 – Net Assets with Donor Restrictions:**

For the fiscal year ended June 30, 2025, the Bureau did not have net assets with donor restrictions.

**Note 7 – Subsequent Events:**

The Bureau has evaluated all subsequent events through October 30, 2025, the date the financial statements were available to be issued, and feel that all subsequent events have been properly evaluated and disclosed.