Financial Statements
with Additional Information
Years Ended June 30, 2017 and 2016
and
Independent Auditors' Report



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors and Members of Hilton Head Island - Bluffton Chamber of Commerce

We have audited the accompanying financial statements of Hilton Head Island - Bluffton Chamber of Commerce, which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and cash flows for the years 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

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from 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, we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hilton Head Island - Bluffton Chamber of Commerce, as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

J.W. Hunt and Company, LLP.

September 19, 2017

STATEMENTS OF FINANCIAL POSITION, JUNE 30, 2017 AND 2016

ASSETS		2017		<u>2016</u>
Current assets:	ф	1 247 070	ф	1 420 027
Cash Accounts receivable	\$	1,347,870 37,176	\$	1,438,937
Less, allowance for uncollectible accounts		(708)		28,438 (2,995)
Prepaid expenses		96,179		91,449
Other		9,320		9,320
Total current assets		1,489,837		1,565,149
Property and equipment - net		929,662		925,928
Total assets	\$	2,419,499	\$	2,491,077
LIABILITIES AND NET ASSETS				
Current liabilities:				
Accounts payable	\$	264,256	\$	328,418
Deferred revenue		779,137		753,747
Current portion of long-term debt		61,116		57,171
Other liabilities		135,981		122,857
Total current liabilities		1,240,490		1,262,193
Long-term liabilities:				
Long-term debt, less current portion		435,020		496,136
Total liabilities		1,675,510		1,758,329
Unrestricted net assets		743,989		732,748
Total liabilities and net assets	\$	2,419,499	\$	2,491,077

STATEMENTS OF ACTIVITIES, YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Unrestricted revenues and other support:		
Visitor and Convention Bureau projects	\$ 5,465,055	\$ 5,139,069
Membership dues	711,602	706,915
Membership projects	882,909	814,493
Brochure advertising	247,509	187,328
Building rent and common share	119,294	118,087
Interest income	 6,139	5,913
Total unrestricted revenues and other support	 7,432,508	6,971,805
Expenses:		
Visitor and Convention Bureau	4,247,564	3,901,398
Salaries and related benefits	2,159,792	2,104,505
General and administrative	371,492	362,552
Membership projects	397,235	362,168
Bluffton Office	29,095	41,109
Depreciation	72,469	67,759
Building	108,322	87,803
Interest	 35,298	 39,088
Total expenses	 7,421,267	6,966,382
Change in unrestricted net assets	11,241	5,423
Unrestricted net assets at beginning of year	732,748	727,325
Unrestricted net assets at end of year	\$ 743,989	\$ 732,748

STATEMENTS OF CASH FLOWS, YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities:		
Change in unrestricted net assets	\$ 11,241	\$ 5,423
Adjustments to reconcile change in unrestricted net assets		
to net cash provided by operating activities:		
Depreciation	72,469	67,759
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	(11,025)	99,318
(Increase) decrease in prepaid expenses and other assets	(4,730)	(23,597)
Increase (decrease) in accounts payable	(64,162)	(66,715)
Increase (decrease) in other liabilities	13,124	(21,510)
Increase (decrease) in deferred revenue	25,390	171,913
,		
Net cash provided by operating activities	42,306	 232,591
Cash flows from investing activities:		
Purchase of property and equipment	(33,275)	(16,647)
Purchase of capital improvements	(42,928)	-
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Net cash used by investing activities	(76,203)	(16,647)
Cash flows from financing activities:		
Principal payments on notes payable	(57,171)	(53,381)
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Net cash used by financing activities	(57,171)	(53,381)
Net increase (decrease) in cash	(91,067)	162,563
Cash at beginning year	1,438,937	1,276,374
Cash at end of year	\$ 1,347,870	\$ 1,438,937
Supplemental disclosure of cash flow information: Cash paid during the year for interest	\$ 35,298	\$ 39,088

NOTES TO FINANCIAL STATEMENTS, JUNE 30, 2017 AND 2016

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The Hilton Head Island - Bluffton Chamber of Commerce (the "Chamber") is a not-for-profit organization established February 5, 1957, to represent, serve and promote the common interests of its membership and the business community and to contribute to the preservation and prudent economic growth of southern Beaufort County of South Carolina area as a healthy place to live and do business.

Date of Management's Review:

Subsequent events were evaluated through September 19, 2017, which is the date the financial statements were available to be issued.

Basis of Presentation:

The Chamber prepares its financial statements on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (GAAP). The Chamber is required to report information regarding its financial position and activities according to three classes of net assets. Accordingly, net assets of the Chamber and changes therein are classified and reported as follows:

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

Temporarily Restricted Net Assets – Net assets subject to donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Chamber has no temporarily restricted net assets.

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Chamber. Generally, earnings from endowed contributions and investments are restricted for specific purposes. The Chamber has no permanently restricted net assets.

The statement of activities presents expenses categorized in accordance with the overall mission of the Chamber.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expirations of temporary restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as net assets released from restrictions. Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulations or by law.

Property and Equipment:

Land donated to the Chamber is recorded at fair value on the date of donation. All other property and equipment is recorded at cost, less accumulated depreciation, computed by using the straight-line method. Estimated useful lives range from three to ten years for furniture, equipment, and capital improvements, three years for computer software, and thirty years for the building.

The Chamber generally capitalizes all expenditures for property and equipment in excess of \$1,000.

Membership Dues:

Membership dues are recognized as revenue ratably over the periods which members are entitled to services.

Visitor and Convention Bureau (V&CB):

The V&CB is a division of the Chamber. Funding for the V&CB is provided by membership investment, the state of South Carolina, Beaufort County, the Town of Hilton Head Island and Town of Bluffton through accommodations taxes (ATAX) and the Department of Parks, Recreation and Tourism (PRT) funds. Revenue is recognized as services are performed.

Membership Projects:

The Chamber conducts various training, educational seminars and promotions for its members. Tickets and sponsorships are sold to cover the expenses of conducting these functions. Project revenue is recognized on an accrual basis as earned.

Advertising Revenue:

Advertising revenue is collected in advance and is deferred and recognized over the period the advertisement runs.

Use of Estimates:

The preparation of financial statements in conformity with GAAP 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes:

The Chamber has received a determination letter from the Internal Revenue Service (IRS) indicating it is a not-for-profit corporation organized under Section 501(c)(6) of the Internal Revenue Code. However, income from certain activities not directly related to the Chamber's tax exempt purpose is subject to federal and state income tax as unrelated business income. Management has determined that the Chamber has no current obligations for unrelated business income tax. Accordingly, no provisions for federal and state income taxes are required. The Chamber is not classified as a private foundation.

GAAP require management to evaluate tax positions taken by the Chamber and recognize a tax liability (or asset) if the Chamber has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. Management has analyzed the tax positions taken by the Chamber, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Chamber is subject to routine audits by taxing jurisdictions; however there are currently no audits for any tax periods in progress. Management believes it is no longer subject to income tax examinations prior to 2014.

NOTE 2 - BANK DEPOSITS:

During the year and at year end, the Chamber's bank balances were in excess of federal depository insurance coverage. Management believes the credit risk associated with exceeding the insurance coverage is balanced by the stability of the financial institution involved.

NOTE 3 - PROPERTY AND EQUIPMENT:

Components of property and equipment were as follows:

	JUNE 30,			
		<u>2017</u>		<u>2016</u>
Land	\$	364,230	\$	364,230
Building		1,820,949		1,780,836
Furniture and equipment		439,068		405,842
Capital improvements		58,917		56,102
Computer software		52,713		52,713
Total		2,735,877		2,659,723
Less: Accumulated depreciation	(1,806,215)		(1,733,795)
Property and equipment, net	\$	929,662	\$	925,928

NOTE 4 - DEFERRED REVENUE:

Components of deferred revenue were as follows:

	JUN	E 30,	
	<u>2017</u>		<u>2016</u>
Membership dues	\$ 289,282	\$	280,322
Visitor and Convention Bureau revenue	183,323		229,512
Leadership Hilton Head revenue	9,474		14,368
Other	196,932		121,101
Internet sales	 100,125		108,444
Totals	\$ 779,137	\$	753,747

NOTE 5 - LONG-TERM DEBT:

Long-term debt consists of the following:

	JUNE 30,		
	<u>2017</u>	<u>2016</u>	
Mortgage note payable, bank, secured by land and building, 6.6%, interest and fixed principal payment of \$7,706 due monthly, note matures February 20, 2024.	\$ 496,136	\$ 553,307	
Less, current portion	61,116	57,171	
Total, long-term portion	\$ 435,020	\$ 496,136	

Maturities of long-term debt are as follows:

YEAR ENDING		
<u>JUNE 30,</u>	<u>A</u>	<u>MOUNT</u>
2018	\$	61,116
2019		65,334
2020		69,782
2021		74,657
2022		79,809
2023 and later		145,438
Total	\$	496,136

The Chamber has an unused line of credit with a bank in the amount of \$3,200,000, collateralized by future expected revenues. The interest rate is the bank's prime rate plus 1% and expires on January 5, 2018.

NOTE 6 - LEASE COMMITMENTS:

The Chamber leases certain office equipment under noncancelable operating lease agreements. Lease expense charged to operations under lease agreements was \$3,792 and \$5,843 for the years ended June 30, 2017 and 2016, respectively. Future minimum lease payments under these leases are \$3,792 for the year ended June 30, 2018.

The Chamber's lease on the Bluffton office is on a month-to-month basis.

NOTE 7 - EMPLOYEE BENEFITS:

The Chamber is a participant in the American Chamber of Commerce 401(k) Retirement/Savings Plan (the Plan). The Chamber contributes a percentage of each eligible employee's salary and matches each employee's contribution to a fixed maximum percentage. The Plan covers employees who have one or more years of service with the Chamber. The Chamber contributed \$80,337 and \$77,164 to the Plan for the years ended June 30, 2017 and 2016, respectively.

John C. Creech, Jr., CPA Anne H. Ross, CPA William T. Pouncey, CPA M. Riley Creech, CPA

INDEPENDENT AUDITORS' REPORT ON ADDITIONAL INFORMATION

To the Board of Directors and Members of Hilton Head Island – Bluffton Chamber of Commerce

We have audited the financial statements of Hilton Head Island - Bluffton Chamber of Commerce as of and for the years ended June 30, 2017 and 2016, and our report thereon dated September 19, 2017, which expressed an unmodified opinion on those financial statements, appears on page 1. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying additional information presented on pages 13 through 17 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

J.W. Hust and Company, LLP.

September 19, 2017

DESTINATION MARKETING ORGANIZATION OF THE TOWN OF HILTON HEAD ISLAND

		WN OF HHI MMODATIONS <u>TAX</u>
Revenues - Town of Hilton Head Island - DMO Town of Hilton Head Island - Supplemental Grant 2016-17 Town of Hilton Head Island - Crisis Fund Total revenue	\$	1,760,860 472,564 300,000 2,533,424
		, ,
Expenses: Direct marketing:		
Leisure:		
Fulfillment	\$	44,149
Vacation Planner	Ψ	104,898
Print Media		99,509
Packaging Promotions		2,385
Supplemental Grant - Golf Marketing		238,944
Supplemental Grant - Leisure		133,398
Supplemental Grant - Tennis		17,802
Supplemental Grant - Crisis Fund		300,000
Destination Event Promotion		27,293
Destination Photography		9,798
800 Toll-free number		1,804
Digital Promotions		280,022
Social Media		52,059
Leisure Programs - Other		3,634
Total leisure		1,315,695
Meetings and group:		
Trade shows		43,125
Supplemental Grant - Meetings		84,620
Giveaways		3,849
Site Inspections		2,319
Lead Prospecting Program		22,762
Trade sponsorships		4,065
Trade Media		13,565
Meetings - Other		392
Total meetings and group		174,697

HILTON HEAD ISLAND - BLUFFTON CHAMBER OF COMMERCE DESTINATION MARKETING ORGANIZATION OF THE TOWN OF HILTON HEAD ISLAND HILTON HEAD ISLAND VISITOR AND CONVENTION BUREAU SCHEDULE OF REVENUES AND FUNCTIONAL EXPENSES, YEAR ENDED JUNE 30, 2017

Expenses (continued):	TOWN OF HHI ACCOMMODATIONS <u>TAX</u>	
Direct marketing (continued):		
Public relations:		
Public relations firm	\$	123,130
Special projects/photography	Ψ	51,107
Total public relations		174,237
Group tour marketing:		
Group tour trade shows		1,785
Total motorcoach marketing		1,785
International:		
Coastal South Carolina		28,830
International promotions		97,968
European sales mission(s)		603
Pow Wow International		11,730
Total international		139,131
Market research:		
Strategic planning and research		68,861
General contingency		7,500
Total research, planning and contingency		76,361
Total direct marketing expenses		1,881,906
Sales, marketing, visitor services and admin:		
Salaries	\$	411,397
Payroll taxes	·	30,032
Employee benefits - 401K		20,570
Employee benefits - Insurance		43,279
Operations - Other		95,204
Operations - Building		51,036
Total sales, marketing, visitor services and admin		651,518
Total expenses		2,533,424
Excess of revenues over expenses	\$	

DESTINATION MARKETING ORGANIZATION OF THE TOWN OF BLUFFTON

	LUFFTON MMODATIONS <u>TAX</u>
Revenues - Town of Bluffton DMO Town of Bluffton Special Grant - Special	\$ 122,443 24,000 146,443
Expenses: Bluffton Fulfillment Vacation Planner Bluffton Toll-Free Number Digital Promotions Leisure Marketing (Matador Ventures) Leisure Marketing (Garden & Gun) Leisure Marketing - Other Town of Bluffton Grant - Special Projects Trade Shows (ABA) Bluffton Visitor Research Total direct marketing expenses	\$ 2,606 6,203 96 11,127 20,000 35,342 528 24,000 48 1,189
Administrative: Salaries Payroll taxes Employee benefits - 401K Employee benefits - Insurance Operations - Other Operations - Building expense Total administrative	28,608 2,088 1,430 3,009 6,620 3,549 45,304
Total expenses	 146,443
Excess of revenues over expenses	\$

DESTINATION MARKETING ORGANIZATION OF SOUTHERN BEAUFORT COUNTY

		BEAUFORT COUNTY ACCOMMODATIONS <u>TAX</u>		
Revenues - Southern Beaufort County DMO	\$	240,717		
Beaufort County Special Grant		21,000 261,717		
_				
Expenses: Fulfillment	\$	9,341		
Vacation Planner	Φ	22,192		
Packaging Promotions		10,500		
Digital Promotions		25,962		
Garden & Gun		25,342		
Photography		19,227		
Trade Shows (ABA)		2,990		
Public Relations		12,822		
Beaufort County Grant - Special Projects		21,000		
Daufuskie Marketing		10,500		
BC/Bluffton Visitor Research		12,775		
Total leisure		172,651		
Total direct marketing expenses		172,651		
Administrative:				
Salaries		56,241		
Payroll taxes		4,105		
Employee benefits - 401K		2,812		
Employee benefits - Insurance		5,916		
Operations - Other		13,015		
Operations - Building expense		6,977		
Total administrative		89,066		
Total expenses		261,717		
Excess of revenues over expenses	\$	-		

	ACCOMMODATIONS TAX			_		PARKS,			
	TO	WN OF HHI	BLUFFTON	D	/C DMO	RECREATION AND TOURISM	<u>MARKETING</u>	<u>MEMBERSHIP</u>	<u>TOTAL</u>
Revenues:	101	WIN OF THIII	BLUITION	<u>D.</u>	7C DIVIO	AND TOOKISM	WARRETING	WEWDERSTIF	TOTAL
Town of Hilton Head Island DMO	\$	1,760,860	\$ -	\$	-	\$ -	\$ -	\$ - \$	1,760,8
Town of Hilton Head Isl. Supplmntl Grant		472,564			-	-	·	<u>-</u>	472,5
Town of Hilton Head Isl. Crisis Fund		300,000			-	-	-	-	300,0
Beaufort County DMO		-			240,717	-	-	-	240,7
Beaufort County DMO / Supl Grants		-			21,000	-	-	-	21,0
Town of Bluffton DMO		-	122,443		-	-	-	-	122,4
Town of Bluffton Supplemental Grants		-	24,000		-	-	-	-	24,0
SCPRT DMO Grants		-			-	750,000	-	-	750,0
SCPRT Co-op Grants		-			-	675,000	-	-	675,0
Member Funding		-			-	-	1,345,981	1,719,943	3,065,9
Total revenues		2,533,424	146,443		261,717	1,425,000	1,345,981	1,719,943	7,432,5
Expenses:									
Leisure		1,315,695	55,870		42,033	505,607	107,045	-	2,026,2
Town of Bluffton Marketing		-	44,080		-	-	-	-	44,0
Beaufort County Marketing - Bluffton		-			91,532	-	-	-	91,5
Beaufort County Marketing - Daufuskie		-			10,500	-	-	-	10,5
Meetings and group		174,697	-		-	72,879	20,722	-	268,2
Public relations		174,237	-		12,822	147,263	-	-	334,3
International		139,131	-		-	117,592	-	-	256,7
Group tour marketing		1,785	-		2,990	1,509	-	-	6,2
Market Planning & Research		68,861	1,189		12,775	24,620	-	-	107,4
Marketing Co-op Programs		-			-	341,780	693,918	-	1,035,6
Membership related expenses		-			-	-	-	426,330	426,3
General Contingency	7,500		-		-	-	58,933	-	66,4
Sales, Marketing & Administrative		651,518	45,304		89,065	213,750	465,363	1,282,372	2,747,3
	-	2,533,424	146,443		261,717	1,425,000	1,345,981	1,708,702	7,421,2