
Executive Summary

Key Findings

This audit of the Clackamas County Tourism and Cultural Affairs (CCTCA) department finds that CCTCA generally follows best practices as compared to their peers in the destination marketing industry. Social media and e-mail marketing are effective as compared to CCTCA's peers.

Procurement card policies were updated in May 2017. CCTCA management needs to ensure compliance with procurement card policies during their review. Attention should be given to supporting documentation requirements.

CCTCA needs to work with the Finance department to ensure appropriate tax forms are issued to travel influencers and promotion or prize recipients.

We identified some agreements, leases and contracts that were only approved by CCTCA management, which deviated from County policies. Based on the opinion of County Counsel regarding these circumstances, these identified agreements, leases and contracts require approval by the Board of County Commissioners (BCC). The CCTCA should also review their records and work with County Counsel to determine if any additional agreements, leases or contracts require approval by the BCC.

Transient lodging tax (TLT) collection from intermediaries continues to be a challenge. The effect of not receiving TLT from intermediaries is significant. The Finance department serves as the primary party to collect the TLT for the County. The County should continue to ensure compliance with Clackamas County Code. Additional options to identify non-reporters exist, such as working with the State of Oregon or a third party vendor.

We followed-up on eight recommendations issued by an outside firm in November 2015 regarding the TLT. We found four recommendations were partially corrected or no corrective action had been taken.

Key Recommendations



Our specific recommendations for management are included on page 21 of this report. In summary, we made recommendations to ensure:

- Compliance with County Finance and purchasing policies;
- Compliance with Internal Revenue Service (IRS) codes;
- Prior audit recommendations from November 2015 become resolved.

Response

Management responses are located at the end of the report.