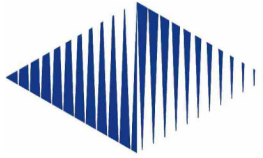


***SALEM CONVENTION CENTER***  
***(A Part of the Urban Renewal Agency***  
***of the City of Salem, Oregon)***  
***FINANCIAL STATEMENTS AND***  
***ADDITIONAL INFORMATION***  
***Year Ended June 30, 2020***



## GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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### ***INDEPENDENT AUDITOR'S REPORT***

Salem Convention Center (a part of the Urban Renewal Agency of the City of Salem, Oregon)  
200 Commercial Street SE  
Salem, Oregon 97301

We have audited the accompanying financial statements of the Salem Convention Center (a part of the Urban Renewal Agency of the City of Salem, Oregon), which comprise the statement of net position as of June 30, 2020, and the related statements of operations and cash flows for the year 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 audit. We conducted our audit 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 Salem Convention Center'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 Salem Convention Center'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 the Salem Convention Center as of June 30, 2020, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Report on Additional Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of operating revenues and expenses on page 9 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.

  
CERTIFIED PUBLIC ACCOUNTANTS  
August 25, 2020

**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

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**ASSETS**

Cash and cash equivalents	\$ 904,721
Inventory	33,339
Prepaid expenses	7,896
	<hr/>
<i>Total Assets</i>	<b>\$ 945,956</b>
	<hr/> <hr/>

**LIABILITIES AND NET POSITION**

**Liabilities**

Accounts payable	\$ 82,122
Due to Salem Urban Renewal Agency	230,072
Accrued liabilities	35,316
Deposits	124,676
	<hr/>
<i>Total Liabilities</i>	472,186

**Net Position**

Contributed capital	205,269
Unrestricted net assets	268,501
	<hr/>
<b>Net Position - Unrestricted</b>	<b>473,770</b>
	<hr/>

<i>Total Liabilities and Net Position</i>	<b>\$ 945,956</b>
	<hr/> <hr/>

*The accompanying notes are an integral part of the financial statements*

**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
**STATEMENT OF OPERATIONS**  
**YEAR ENDED JUNE 30, 2020**

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<b>OPERATING REVENUES</b>	
Gross revenue	\$ 3,848,954
Cost of goods sold	795,872
	<hr/>
<i>Gross Profit</i>	3,053,082
<b>OPERATING EXPENSES</b>	
	2,774,795
	<hr/>
<i>Net Operations</i>	278,287
<b>OTHER INCOME (EXPENSE)</b>	
Marketing reimbursement	300,090
Marketing costs	(304,124)
	<hr/>
<i>Net Other Income (Expense)</i>	(4,034)
	<hr/>
<b>CHANGE IN NET POSITION</b>	274,253
<b>NET POSITION, Beginning of year</b>	1,119,804
<b>DISTRIBUTION TO THE URBAN RENEWAL AGENCY</b>	(920,287)
	<hr/>
<b>NET POSITION, End of year</b>	<u><u>\$ 473,770</u></u>

*The accompanying notes are an integral part of the financial statements*

**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2020**

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Change in net position	\$ 274,253
<i>Adjustments to reconcile change in net assets to net cash provided by operating activities:</i>	
Change in:	
Accounts receivable	391,784
Inventory	1,486
Prepaid expenses	25,955
Accounts payable	(112,138)
Accrued liabilities	(112,893)
Deposits	(48,352)
	<hr/>
<i>Net Cash Provided by Operating Activities</i>	420,095
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Distributions to Urban Renewal Agency	(690,215)
	<hr/>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(270,120)
<b>CASH AND CASH EQUIVALENTS, Beginning of year</b>	1,174,841
	<hr/>
<b>CASH AND CASH EQUIVALENTS, End of year</b>	<u><u>\$ 904,721</u></u>

*The accompanying notes are an integral part of the financial statements*

**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*The Financial Reporting Entity*

The Salem Convention Center is owned by the Urban Renewal Agency of the City of Salem, Oregon (URA). The Salem Convention Center provides conference room accommodations and food services to the general public and groups. The operations of the Salem Convention Center are managed under contract by The Salem Group, LLC.

The financial statements presented are for the operating activity of the Salem Convention Center only and do not include the capital costs related to the facility.

*Basis of Accounting*

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

*Cash and Cash Equivalents*

Cash and cash equivalents are carried at cost, which approximates fair value. For purposes of the statement of cash flows, cash and cash equivalents include amounts on hand and deposits in checking accounts. Cash accounts are collateralized in accordance with Oregon Revised Statutes.

*Accounts Receivable*

The Salem Convention Center uses the allowance method for recognition of bad debt expenses for financial statement purposes. Accounts receivable are periodically reviewed for collectability and adjustments are made to the allowance for doubtful accounts. No allowance for doubtful accounts is considered necessary as of June 30, 2020.

*Inventories*

Inventories consist of food and beverages and are stated at the lower of cost (first-in, first-out method) or market.

*Deposits*

Deposits received in advance of an event are recorded as revenue when the event takes place. In the event of cancellations, the forfeited deposits are prorated based on a sliding scale given the amount of advance notification.

*Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts of certain assets, liabilities, revenues and expenses as of June 30, 2020 and for the year then ended. Actual results may differ from such estimates.

**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**  
**YEAR ENDED JUNE 30, 2020**

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**CASH**

Cash in banks - book balances	\$ 904,721
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Cash in banks are demand deposits. At June 30, 2020, demand deposits had bank balances of \$911,366. The difference is due to transactions in process. Deposits are secured to legal limits by federal deposit insurance. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

*Custodial Credit Risk - Deposits*

This is the risk that in the event of a bank failure, the Salem Convention Center's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the Salem Convention Center's deposits with financial institutions up to \$250,000 for all demand and time deposits at each institution. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon. The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2020, \$661,366 of the Salem Convention Center's bank balances were exposed to custodial credit risk as part of the Public Funds Collateralization Program.

**CAPITAL ASSETS**

Amounts expended by the Salem Convention Center for capital assets are reimbursable by the Urban Renewal Agency of the City of Salem, Oregon.

**PENSION PLAN**

As a provision of Salem Convention Center's agreement, employees participate in a defined contribution plan managed by VIPs Industries, Inc., an affiliated company of The Salem Group, LLC. The plan covers substantially all full-time employees age 21 or over. Pension expense for the year ended June 30, 2020 totaled \$55,874.

**MANAGEMENT FEES**

The Salem Group, LLC receives a management fee consisting of a monthly fixed fee and an annual performance-based incentive fee. The fixed fee is a monthly payment of \$1,000 and compensates The Salem Group, LLC for providing management services required to operate the Salem Convention Center. Per the terms of the management agreement, the total management fee is capped at \$100,000. The incentive fee for the year ended June 30, 2020 was recorded at \$75,616 and will be paid during the 2020-21 fiscal year.



**SALEM CONVENTION CENTER**  
**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**  
*NOTES TO FINANCIAL STATEMENTS (Continued)*  
*YEAR ENDED JUNE 30, 2020*

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***MANAGEMENT FEES (Continued)***

In addition to the management fees paid to The Salem Group, LLC, the Salem Convention Center also pays a fixed monthly management fee to the Urban Renewal Agency of the City of Salem of \$1,000.

***MARKETING EXPENSES***

Under the terms of the management agreement between the URA and the Salem Group, LLC, marketing expenses from July 1, 2019 to June 30, 2020 are reimbursable by the URA up to \$300,090. Marketing costs for the current year were \$304,124.

***SUBSEQUENT EVENTS***

Management has evaluated events through August 25, 2020, the date on which the financial statements were available to be issued. Salem Convention Center's operations may be affected by the recent and ongoing outbreak of the coronavirus disease 2019 (COVID-19) which was declared a pandemic by the World Health Organization in March 2020. The ultimate disruption which may be caused by the outbreak is uncertain; however, it may result in a material adverse impact on Salem Convention Center's financial position, operations, and cash flows. Possible effects may include, but are not limited to, disruption to Salem Convention Center's revenue and unavailability of products and supplies used in operations.

***ADDITIONAL INFORMATION***

**SALEM CONVENTION CENTER**

**(A Part of the Urban Renewal Agency of the City of Salem, Oregon)**

ADDITIONAL INFORMATION – SCHEDULE OF OPERATING REVENUES AND EXPENSES

YEAR ENDED JUNE 30, 2020

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**OPERATING REVENUES**

Gross revenue	
Meeting room rental	\$ 664,140
Audio-visual equipment rental	628,094
Other revenues	6,039
Banquet food	2,285,230
Beverage sales	265,451
	<hr/>
Total gross revenue	3,848,954
Cost of goods sold	795,872
	<hr/>
<i>Gross Profit</i>	3,053,082

**OPERATING EXPENSES**

Wages and salaries - staff	617,350
Wages and salaries - catering and casual labor	561,247
Benefits and payroll taxes	308,524
Allocation of tip revenue	499,956
Utilities	186,168
Maintenance and janitorial	101,235
Equipment	50,055
Management fees	99,616
Other expenses	350,644
	<hr/>
Total operating expenses	2,774,795
	<hr/>
<i>Net Operations</i>	\$ 278,287
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