

Summary of Travel Oregon/Oregon Tourism Commission Reports
8/29/16

	REPORT	HOW OFTEN	WHAT ADDRESSES	WHERE GOES	WHAT AUDIENCE
A	Comprehensive Annual Financial Report (CAFR)	Annually	A comprehensive and detailed look at commission finances	Oregon Department of Administrative Services	Legislature, Government Administration
B	Audit/ Financial Review	Biennial	An audit of public spending	Oregon Secretary of State Audits Division	Legislature, Government Administration, general public
C	Strategic Plan and Budget	Biennial	Biennial commission strategic plan and budget including metrics, ROI, regional programming	Oregon Legislature, Oregon Governor	Legislature, Government Administration, general public
D	Budget Modification	Whenever a modification takes place	The modification to the commission budget	Oregon Legislative Fiscal Office	Legislative Fiscal Officer
E	New report identified in HB 4146	Annually (first one due Oct 1, 2017)	(a) The funds received by the commission during the prior fiscal year pursuant to ORS 320.305; (b) The awards and commitments approved by the commission of these funds and of funds received in prior fiscal years; and (c) Information requested by the Legislative Fiscal Officer regarding these funds.	Oregon Legislative Fiscal Office	Legislative Fiscal Officer
F	Commission reports	Quarterly	Commission minutes, staff reports, agendas and presentations, ROI, metrics, statewide and regional programming	Industry Travel Oregon website	Commission, Industry, general public
G	Appearances and Testimony	Per request (though this occurs regularly during session and interim)			Legislature: Transportation & Economic Development (House), Commerce (Senate), Revenue (House, Senate), Rules (Senate); Agencies: Transportation, OLCC, ODFW, State Parks and others.

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A. **Comprehensive Annual Financial Report (CAFR)** – 2015 report attached

The objective of the CAFR financial audit is to determine whether the state's financial statements are presented in accordance with generally accepted accounting principles. Statewide Accounting and Reporting Services (SARS) is responsible for overseeing the year end closing process on a statewide basis. SARS prepares a statewide financial report for the State in accordance with generally accepted accounting principles (GAAP). This statewide financial report is published in the form of a Comprehensive Annual Financial Report (CAFR). Provided to the Oregon Department of Administrative Services annually.

B. **Audit/Financial Review** – 2015 report attached

Performance audits or financial reviews for all state agencies are conducted annually. These audits/reviews are performed by financial entities that have been qualified by the Secretary of State. The performance audits/reviews focus on identifying improvements an agency or program can make to better achieve its objectives and mission. Provided to the Oregon Department of Administrative Services biennially.

C. **Strategic Plan & Budget** – 2015-17 plan attached (includes budget)

The Travel Oregon staff develops and implements a biennial strategic plan which includes advertising and marketing, publication development, cooperative promotions, consumer fulfillment, public relations, international marketing, tourism product development, State Welcome Centers, research, and industry relations. Travel Oregon cooperates extensively with local communities, industry associations, government agencies, and private businesses in the development and implementation of its strategic plan. A nine-member board appointed by the Governor, the Oregon Tourism Commission governs the Travel Oregon staff and programs and has the authority to adopt the biennial plan and budget; the agency is funded by a 1.8% statewide transient lodging tax. Prior to taking formal action on the plan and budget, the Tourism Commission provides the biennial plan and budget to the Governor, legislature and tourism industry trade associations for their review and recommendation. Further, public notice is given of a public hearing on the plan and budget at least 15 days prior to the hearing and subsequent action to adopt the plan and budget. Provided to the Oregon Governor, Legislature, Industry Associations and general public biennially.

D. **Budget Modification** – 2016 modification attached

As required by statute, budget modifications are reported to Oregon Legislative Fiscal Office. Prior to taking formal action on a budget modification, public notice is given of a public hearing on the proposed budget modification at least 15 days prior to the hearing and subsequent action to modify the budget. Provided to the Oregon Legislative Fiscal Office as needed.

E. **New Report Identified by HB 4146** – first report due October 2017

Beginning on October 1, 2017, the Oregon Tourism Commission shall submit an annual report to the Legislative Fiscal Officer that identifies funds received by the commission during the prior fiscal year, awards and commitments approved by the commission of these funds and of funds received in prior fiscal years, and information requested by the Legislative Fiscal Officer regarding these funds.

The Legislative Fiscal Officer may request additional information with respect to any grants of \$2 million or more made by the commission from funds appropriated to the commission. Provided to the Oregon Legislative Fiscal Office annually.

F. **Commission Reports** – April & June 2016 reports attached

Oregon Tourism Commission Staff Reports are timely summaries provided to the Commission updating them on the staff's progress toward the implementation of its strategic plan. The Oregon Tourism Commission meets five times annually. Meetings are open to the public and a copy of the agenda is posted online at least 14 days in advance of each meeting. Agendas, supporting documents (including the staff reports), and meeting minutes are available online at <http://industry.traveloregon.com/organization/commissioners/oregon-tourism-commission-meetings/>. Provided to the Oregon Tourism Commission five times per year and made available to the public.

G. **Appearances and Testimony**

By request, these are made to the Legislature: Transportation & Economic Development (House), Commerce (Senate), Revenue (House, Senate), Rules (Senate); Agencies: Transportation, OLCC, ODFW, State Parks and others. Provided as requested.