

ALLEN PARISH TOURIST COMMISSION
ANNUAL FINANCIAL REPORT AND INDEPENDENT ACCOUNTANTS' REVIEW REPORT
Year Ended December 31, 2022

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

June 12, 2023

Board of Commissioners
Allen Parish Tourist Commission
Oberlin, LA

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Allen Parish Tourist Commission, a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2022, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of 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 the financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement 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 and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. 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.

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.

Other Information

The accompanying schedule of compensation, benefits, and other payments to chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the other information and do not express an opinion on such information.

Board of Commissioners
Allen Parish Tourist Commission
June 12, 2023

Required Supplemental Information

Accounting principles generally accepted in the United States of America required that the following supplemental information be presented to supplement the basic financial statements:

Budgetary Comparison Schedule

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited such required supplemental information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

The Tourist Commission has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Shagson, Cassidy: Skillery

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)

ALLEN PARISH TOURIST COMMISSION

Statement of Net Position

December 31, 2022

ASSETS	
Cash	\$ 115,546
Taxes receivable	10,613
Prepaid expenses	5,095
Security deposits	150
Capital assets, net	<u>1,096,102</u>
Total assets	<u>1,227,506</u>
DEFERRED OUTFLOWS OF RESOURCES	
	<u>-</u>
LIABILITIES	
Current liabilities:	
Accounts payable	7,926
Payroll taxes payable	2,007
Unearned revenue	<u>13,974</u>
Total liabilities	<u>23,907</u>
DEFERRED INFLOWS OF RESOURCES	
	<u>-</u>
NET POSITION	
Net investment in capital assets, net of related debt	1,096,102
Unrestricted	<u>107,497</u>
	<u>\$ 1,203,599</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Statement of Activities

Year Ended December 31, 2022

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Revenues (Expenses) and Changes in Net Position</u> <u>Governmental Activities</u>
		<u>Hotel/Motel Use Tax</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:				
Tourism Administration	\$ 350,101	\$ 152,898	\$ 119,762	\$ (77,441)
Total	<u>\$ 350,101</u>	<u>\$ 152,898</u>	<u>\$ 119,762</u>	<u>(77,441)</u>
		General revenues:		
			Miscellaneous	1,201
			Interest	42
			Total general revenues	<u>1,243</u>
			Change in net position	<u>(76,198)</u>
			Net position - beginning	<u>1,279,797</u>
			Net position - ending	<u>\$ 1,203,599</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS (FFS)

ALLEN PARISH TOURIST COMMISSION

Balance Sheet - Governmental Funds

December 31, 2022

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash	\$ 115,546	\$ 235,712
Taxes receivable	10,613	13,847
Prepaid expenses	5,095	12,262
Security deposits	150	150
TOTAL ASSETS	<u>131,404</u>	<u>261,971</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>-</u>	<u>-</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 131,404</u>	<u>\$ 261,971</u>
LIABILITIES		
Liabilities		
Accounts payable	\$ 7,926	\$ 11,379
Unearned revenue	13,974	95,413
Payroll taxes payable	2,007	1,975
Total Liabilities	<u>23,907</u>	<u>108,767</u>
DEFERRED INFLOWS OF RESOURCES	<u>-</u>	<u>-</u>
FUND BALANCES:		
Assigned	29,840	106,851
Unassigned	77,657	46,353
Total Fund Balances	<u>107,497</u>	<u>153,204</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 131,404</u>	<u>\$ 261,971</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Reconciliation of the Balance Sheet-Governmental Fund to the
Statement of Net Position

December 31, 2022

Total fund balance for governmental fund at December 31, 2022		\$ 107,497
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	\$ 109,831	
Museum Artifacts non-depreciable	12,936	
Construction in progress	276,672	
Capital assets, net of \$519,761 accumulated depreciation	<u>696,663</u>	<u>1,096,102</u>
Total net position of governmental activities at December 31, 2022		<u>\$1,203,599</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Statement of Revenues, Expenditures and
Changes in Fund Balance - Governmental Fund

Year Ended December 31, 2022

	<u>2022</u>	<u>2021</u>
REVENUES		
Hotel/Motel use tax	\$ 152,898	\$ 230,712
Interest	42	53
Intergovernmental	119,762	60,330
Miscellaneous income	1,201	1,838
TOTAL REVENUES	<u>273,903</u>	<u>292,933</u>
EXPENDITURES		
Current		
Advertising	74,314	65,315
Bank fees	81	1
Contract labor	23,083	35,998
Dues	3,774	2,015
Insurance	13,838	9,942
Payroll taxes	6,047	5,436
Per diem - board members	4,000	2,900
Professional fees	8,526	8,972
Promotions	29,841	1,277
Repairs and maintenance	11,399	22,894
Salaries	79,047	71,067
Supplies	25,783	38,789
Telephone	14,589	8,366
Training and education	1,284	235
Travel	5,842	986
Utilities	13,977	10,856
Capital Outlay	4,185	55,680
TOTAL EXPENDITURES	<u>319,610</u>	<u>340,729</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(45,707)	(47,796)
FUND BALANCE - BEGINNING	<u>153,204</u>	<u>201,000</u>
FUND BALANCE - ENDING	<u>\$ 107,497</u>	<u>\$ 153,204</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balance-Governmental Fund to the Statement of Activities

Year Ended December 31, 2022

Total net changes in fund balances at December 31, 2022 per Statement of Revenues, Expenditures and Changes in Fund Balances			\$ (45,707)
The change in net position reported for governmental activities in the Statement of Activities different because:			
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.			
Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balances	\$	4,185	
Depreciation expense for the year ended December 31, 2022		<u>(34,676)</u>	<u>(30,491)</u>
Total changes in net position at December 31, 2022 per Statement of Activities			<u>\$ (76,198)</u>

The accompanying notes and independent accountants' review report
are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Allen Parish Tourist Commission was created by the Allen Parish Police Jury under LSA-RS 33:4574. The Commission is governed by a board of seven commissioners who are appointed by the Allen Parish Police Jury. The Commission has as its purpose the promotion of tourism within Allen Parish.

The accounting and reporting policies of the Allen Parish Tourist Commission conform to generally accepted accounting principles as applied to governments. Such accounting and reporting procedures conform to the requirements of the industry audit guide, Audits of State and Local Governments. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions on or before November 30, 1989 have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

1. Reporting Entity

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the Allen Parish Tourist Commission includes all funds, account groups, et cetera, that are within the oversight responsibility of the Allen Parish Tourist Commission.

As the governing authority, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

- I. Appointing a voting majority of an organization's governing body and
 - a. The ability of the Allen Parish Police Jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Allen Parish Police Jury.
- II. Organizations for which the Allen Parish Police Jury does not appoint a voting majority but are fiscally dependent on the Allen Parish Police Jury.
- III. Organizations for which the reporting entity financial statements could be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon the application of these criteria, Allen Parish Tourist Commission is a component unit of the Allen Parish Police Jury's reporting entity.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

2. Basis of Presentation

The accompanying basic financial statements of the Allen Parish Tourist Commission have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, "Basic Financial Statements-and Management's Discussion and Analysis-For State and Local Governments", issued in June 1999.

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Allen Parish Tourist Commission as a whole. These statements include all the financial activities of the Allen Parish Tourist Commission's office. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Non-exchange Transactions."

The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Allen Parish Tourist Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include hotel/motel use tax. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

The Allen Parish Tourist Commission uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid managements by segregating transactions related to certain Allen Parish Tourist Commission functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Allen Parish Tourist Commission or its total assets, liabilities, revenues or expenditures of the individual governmental fund is at least 10% of the corresponding total for all governmental funds. The major fund of the Allen Parish Tourist Commission is the General Fund. The Governmental Funds are described below:

General Fund:

The general operating fund of the Commission and accounts for all financial resources, except those required to be accounted for in another funds.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. Measurement Focus/Basis of Accounting

The amounts reflected in the governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is the reconciled, through adjustment, to a government-wide view of Allen Parish Tourist Commission operations. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The amounts reflected in the governmental funds use the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Allen Parish Tourist Commission considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for the interest and principal payments on long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Those revenues susceptible to accrual are hotel/motel tax and interest.

Unearned revenue at December 31, 2022 of \$13,974 represents a recovery grant received in December 2022 but was not spent until 2023.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Capital expenditures are regarded as expenditures at the time purchased.

When both restricted and unassigned resources are available for use, it is the Commission's policy to use restricted resources first, then unassigned resources as they are needed.

4. Cash

For reporting purposes, cash includes demand deposits, time deposits, and certificates of deposit. Under state law, the Allen Parish Tourist Commission may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2022, the Commission has cash equivalents (book balances) totaling \$235,712 in interest-bearing demand deposit accounts. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting book balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

or custodial bank that is mutually acceptable to both parties (GASB Category 3). At December 31, 2022, the Commission has \$119,475 in deposits (collected bank balances). These deposits are secured from risk by federal deposit insurance.

5. Budget

A general fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year-end.

On or before the last meeting of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

The proposed budget is presented to the government's Board of Commissioners for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated. Expenditures may not legally exceed budgeted appropriations at the activity level.

The final budget for 2022 includes the original budget and one amendment during the year.

6. Accounts Receivable

Allen Parish Tourist Commission utilizes the allowance method to recognize doubtful accounts for taxes receivable. The allowance for doubtful accounts at December 31, 2022 was \$0.

Uncollectible amounts due for other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

7. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair value at the date of donation. The Allen Parish Tourist Commission maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

	<u>Estimated Useful Lives</u>
Equipment	5-60 Years
Furniture & fixtures	7-60 Years
Buildings	40-60 Years
Improvements	15-60 Years

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

8. Equity Classification

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets, net of related debt”.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as restricted, assigned and unassigned.

- a. Restricted fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on generally outside actions.
- b. Assigned fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on internal (Board) actions. At December 31, 2022, \$29,840 was assigned to recovery and Myths and Legends projects.
- c. Unassigned fund balance – Includes positive fund balance within the general fund which has not been classified within the above mentioned categories.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and finally, the unassigned fund balance.

9. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

10. Subsequent Events

Management has evaluated subsequent events through June 12, 2023, the date the financial statements are available for issue.

11. Comparative Data

Comparative totals for the prior have been presented in the accompanying financial statements in order to provide an understanding of changes in the Commission's financial position and operations.

NOTE B - HOTEL/MOTEL TAXES

Allen Parish Tourist Commission is authorized to levy and collect a tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within the jurisdiction of the Allen Parish Tourism Commission not to exceed three percent of the rent or fee charged for such occupancy.

NOTE C - CAPITAL ASSETS

A summary of changes in capital assets follows:

	12/31/21 <u>Balance</u>	<u>Additions</u>	<u>Retirements</u>	12/31/22 <u>Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land costs	\$ 109,831	\$ -	\$ -	\$ 109,831
Museum artifacts	12,936	-	-	12,936
Construction in progress	276,672	-	-	276,672
Other capital assets:				
Equipment	69,379	4,185	-	73,564
Furniture & fixtures	204,749	-	-	204,749
Buildings	829,219	-	-	829,219
Improvements	<u>108,892</u>	-	-	<u>108,892</u>
Total	<u>1,611,678</u>	<u>4,185</u>	<u>-</u>	<u>1,615,863</u>
Less: Accumulated Depreciation				
Equipment	57,288	1,123	-	58,411
Furniture & fixtures	109,691	13,302	-	122,993
Buildings	270,435	17,501	-	287,936
Improvements	<u>47,671</u>	<u>2,750</u>	-	<u>50,421</u>
Total	<u>485,085</u>	<u>34,676</u>	<u>-</u>	<u>519,761</u>
Net capital assets	<u>\$ 1,126,593</u>	<u>\$ (30,491)</u>	<u>\$ -</u>	<u>\$ 1,096,102</u>

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE C - CAPITAL ASSETS – CONTINUED

Depreciation expense in the amount of \$34,676 was charged to tourism administration. The Leatherwood Foundation donated a large number of small artifacts to the Commission during 2006. The Commission utilized certain experts to value many of the artifacts. Many of the artifacts were of nominal or indeterminable value. These items included newspaper clippings, photographs, scrapbooks, military medals, old dental paraphernalia, artwork, collectibles, and a myriad of smaller items. These items were not capitalized because there was neither a readily determinable market nor any practical valuation methods. The Commission has inventoried these items and they are on display in the museum.

Construction in progress at December 31, 2022 of \$276,672 represents cost for the Myths and Legends Byway project. The total final cost is expected to be \$500,000, funded mostly by state and local grants, with the Commission's cost expected to be \$30,000. Completion is expected in 2023.

NOTE D – COMPENSATED ABSENCES

Full time employees receive sick leave at a rate of 96 hours per year. Sick leave expires at the end of each fiscal year and has not been accrued in the financial statements. Full time employees also receive annual leave based upon length of employment. The annual leave becomes available to employees on the anniversary date of each work year. Annual leave is paid to employees upon termination of employment or retirement. Annual leave also expires at the end of each fiscal year and has not been accrued in the financial statements. Employees earn annual leave as follows:

1 Year	5 Days
2-9 Years	10 Days
10+ Years	15 Days

Accrued leave payable was \$0 for the year ended December 31, 2022.

NOTE E - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE F – PER DIEM

Per diem paid commissioners for the year ended December 31, 2022 were as follows:

Mike Karam	\$ 600
Betty Clement	600
Wilma Hargrove	600
Martha Turner	600
Keith Guillory	500
Odessa House	550
Angela Hayward	550
	<u>550</u>
	<u>\$ 4,000</u>

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2022

NOTE G – SUBSEQUENT EVENT

In early 2023, The Coushatta Tribe in Kinder, Louisiana began purchasing local hotels. The Tribe is exempt from paying hotel/motel tax, which is the main revenue source for the District. This is expected to have a significant negative impact on the District. The District plans to significantly reduce expenditures, where possible, while also seeking alternative revenue sources.

REQUIRED SUPPLEMENTAL INFORMATION

ALLEN PARISH TOURIST COMMISSION

Budgetary Comparison Schedule - General Fund

Year Ended December 31, 2022

	Budget		Actual	Variance
	Original	Final		Favorable (Unfavorable)
REVENUES				
Hotel/Motel use tax	\$ 200,000	\$ 170,000	\$ 152,898	\$ (17,102)
Interest	50	50	42	(8)
Intergovernmental	-	-	119,762	119,762
Grants	166,000	90,000	-	(90,000)
Miscellaneous income	500	1,100	1,201	101
TOTAL REVENUES	<u>366,550</u>	<u>261,150</u>	<u>273,903</u>	<u>12,753</u>
EXPENDITURES				
Current				
Advertising	22,000	60,500	74,314	(13,814)
Bank fees	35	35	81	(46)
Contract labor	15,000	23,000	23,083	(83)
Dues	2,100	2,100	3,774	(1,674)
Insurance	13,000	13,000	13,838	(838)
Payroll taxes	7,200	7,000	6,047	953
Per diem - board members	4,200	4,200	4,000	200
Professional fees	8,500	14,000	8,526	5,474
Promotions	172,000	29,500	29,841	(341)
Rent	200	100	-	100
Repairs and maintenance	5,500	12,500	11,399	1,101
Salaries	72,000	80,000	79,047	953
Supplies	12,500	31,000	25,783	5,217
Telephone	8,500	16,000	14,589	1,411
Training and education	1,000	1,300	1,284	16
Travel	6,000	6,100	5,842	258
Utilities	13,000	13,500	13,977	(477)
Capital Outlay	100	100	4,185	(4,085)
TOTAL EXPENDITURES	<u>362,835</u>	<u>313,935</u>	<u>319,610</u>	<u>(5,675)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	3,715	(52,785)	(45,707)	7,078
FUND BALANCE - BEGINNING	<u>153,204</u>	<u>153,204</u>	<u>153,204</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 156,919</u>	<u>\$ 100,419</u>	<u>\$ 107,497</u>	<u>\$ 7,078</u>

See independent accountants' review report.

OTHER INFORMATION

ALLEN PARISH TOURIST COMMISSION

Schedule of Compensation, Benefits and Other Payments
To Chief Executive Officer

Year Ended December 31, 2022

Chief Executive Officer: Adagria Haddock, Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 44,820
Benefits-insurance(HSA)	-
Benefits-retirement	-
Benefits-cell phone	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

See independent accountants' review report.

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

June 12, 2023

Board of Commissioners
Allen Parish Tourist Commission
Oberlin, LA

We have performed the procedures enumerated below on the Allen Parish Tourist Commission's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Commission's management is responsible for its financial records and compliance with applicable laws and regulations.

The Commission has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the Commission's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to the Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code); R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

The expenditures made during the year for materials and supplies exceeding \$30,000, and for public works exceeding \$250,000 were made in accordance to public bid law.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics).

Management provided us with the required list including the noted information.

145 East Street • Lake Charles, LA 70601
Mailing Address: P.O. Drawer 1847 • Lake Charles, LA 70602-1847
phone: 337.439.1986 • fax: 337.439.1366 • www.gcgcpa.com

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with a list of all employees paid during the period.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None were immediate family members of board members.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with the original budget for 2022. There was one amendment to the budget for the year.

7. Trace the budget adoption and amendments to the minute book.

We traced the adopted budget to approval in the minutes.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceeded budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues exceeded budgeted revenues. Expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

9. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account.

The payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

The payments received proper approvals.

Meetings

- 10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:11 through 42:28 (the open meetings law).

The District is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting place, a public place. We found no evidence of noncompliance.

Debt

- 11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

- 12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the District and a review of payroll records indicated no payments for any bonuses, advances or gifts.

State Audit Law

- 13. Report whether the Commission provided for a timely filed report in accordance with R. S. 24:513.

The Commission's report was time filed.

- 14. Inquire of management and report whether the Commission entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the Commission was not in compliance with R.S. 24:513 (the audit law).

The Commission did not enter into any contracts that utilized state funds.

- 15. Prior Year Comments and Recommendations.

Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Or prior year report did not include any suggestions, exceptions, recommendations, or comments.

We were engaged by the Commission to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Commission's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of management of the Allen Parish Tourist Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Dragan, Cassidy: Skully

ALLEN PARISH TOURIST COMMISSION
8904 US-165, Oberlin, la 70655

LOUISIANA ATTESTATION QUESTIONNAIRE

June 12, 2023

Gragson, Casiday & Guillory
P.O. Drawer 1847
Lake Charles, LA 70602

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2022 and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you.

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes No

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes No

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14), R.S. 39:33, or the budget requirements of LSA-RS 39:34.

Yes No

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 24:514, and 33:463, and/or 39:92 where applicable.

Yes No

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

We have complied with R.R. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:11 through 42:28.

Yes No

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes No

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution LSA-RS 14:138, and AG opinion 79-729.

Yes No

Prior-Year Comments

We have resolved all prior year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations

Yes No

Gragson, Casiday & Guillory
June 12, 2023
Page Three

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

We have provided you with all relevant information and access under the terms of our agreement.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No

We are not aware of any material misstatements in the information we have provided to you.

Yes No

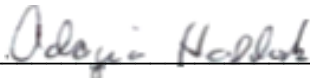
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or the other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of the representation and the date of report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results off the agreed-upon procedures.

Yes No

The previous responses have been made to the best of our belief and knowledge.

 Secretary/Treasurer