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**WEST FELICIANA PARISH TOURIST COMMISSION****FINANCIAL STATEMENTS****DECEMBER 31, 2003 and 2002**

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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 9-22-04

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COMPILATION REPORT

WEST FELICIANA PARISH TOURIST COMMISSION  
ST. FRANCISVILLE, LOUISIANA

FINANCIAL STATEMENTS  
DECEMBER 31, 2003 and 2002





**Postlethwaite & Netterville**

A Professional Accounting Corporation  
Associated Offices in Principal Cities of the United States  
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ACCOUNTANTS' COMPILATION REPORT

West Feliciana Parish Tourist Commission  
St. Francisville, Louisiana

We have compiled the accompanying financial statements-cash basis of West Feliciana Parish Tourist Commission, a component unit of West Feliciana Parish Police Jury, as of December 31, 2003 and 2002, and for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated June 19, 2004, on the results of our agreed-upon procedures.

*Postlethwaite & Netterville*

June 19, 2004

**WEST FELICIANA PARISH TOURIST COMMISSION  
ST. FRANCISVILLE, LOUISIANA**

**BALANCE SHEET - CASH BASIS - GOVERNMENTAL FUND TYPE  
DECEMBER 31, 2003 AND 2002**

**ASSETS**

	Governmental Fund Type	
	General Fund	
	2003	2002
Cash (Note 2)	\$ 12,870	\$ 10,753
Inventory	44	44
Total Current Assets	12,914	10,797
Total Assets	\$ 12,914	\$ 10,797

**LIABILITIES AND FUND EQUITY**

Fund Equity:		
Fund balance:		
Unreserved - undesignated	\$ 12,914	\$ 10,797
Total fund equity	12,914	10,797
Total Liabilities and Fund Equity	\$ 12,914	\$ 10,797

See accompanying notes and accountant's report.

**WEST FELICIANA PARISH TOURIST COMMISSION  
ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - CASH BASIS - GENERAL FUND  
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

	2003	2002
<b>REVENUES</b>		
Hotel and motel tax	\$ 61,100	\$ 66,134
Intergovernmental	157,516	-
Interest	249	415
Other Revenue	1,497	12,500
 Total Revenue	 220,362	 79,049
 <b>EXPENDITURES</b>		
Current		
General Government:		
Office expense	2,658	-
Postage	5,668	4,187
Rent	3,000	2,025
Personnel	69,789	-
Professional	5,421	3,870
Promotion and advertising	112,004	54,025
Telephone	5,232	
Travel	1,028	5,162
Website	1,095	5,555
Publications	5,915	14,828
Miscellaneous	6,435	5,743
 Total Expenditures	 218,245	 95,395
 Excess of revenues over (under) expenditures	 2,117	 (16,346)
 Fund balance at beginning of year	 10,797	 27,143
 Fund balance at end of year	 \$ 12,914	 \$ 10,797

See accompanying notes and accountant's report.

**WEST FELICIANA PARISH TOURIST COMMISSION  
ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - GENERAL FUND - CASH BASIS - BUDGET AND ACTUAL  
FOR THE YEARS ENDED DECEMBER 31, 2003**

	2002		Variance Favorable (Unfavorable)
	Budget	Actual	
<b>REVENUES</b>			
Hotel and motel tax	\$ 60,500	\$ 61,100	\$ 600
Intergovernmental	164,820	157,516	(7,304)
Interest	-	249	249
Other Revenue	-	1,497	1,497
<b>Total Revenue</b>	<b>225,320</b>	<b>220,362</b>	<b>(4,958)</b>
<b>EXPENDITURES</b>			
Current			
General Government:			
Office expense	1,958	2,658	(700)
Postage	5,000	5,668	(668)
Rent	3,000	3,000	-
Personnel	67,175	69,789	(2,614)
Professional	6,300	5,421	879
Promotion and advertising	115,300	112,004	3,296
Telephone	4,794	5,232	(438)
Travel	393	1,028	(635)
Website	4,200	1,095	3,105
Publications	10,500	5,915	4,585
Miscellaneous	6,700	6,435	265
<b>Total Expenditures</b>	<b>225,320</b>	<b>218,245</b>	<b>7,075</b>
Excess of revenues over (under) expenditures	-	2,117	2,117
Fund balance at beginning of year	10,797	10,797	-
Fund balance at end of year	<b>\$ 10,797</b>	<b>\$ 12,914</b>	<b>\$ 2,117</b>

See accompanying notes and accountant's report.



**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. Summary of Significant Accounting Policies**

The purpose of this Commission is to develop and carry out programs designed to promote tourism in West Feliciana Parish.

The Governmental Accounting Standards Board (GASB) was established to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities.

**A. Financial Reporting Entity**

This report includes only the funds and activities of West Feliciana Parish Tourist Commission. The Commission's governing board is appointed by the West Feliciana Parish Police Jury. The Board exercised all administrative functions with respect to the operation and management of the West Feliciana Parish Tourist Commission. The West Feliciana Parish Tourist Commission is a component unit of the West Feliciana Parish Police Jury.

This report includes all funds, account groups and activities that are within the oversight responsibility of the Commission. Oversight responsibility was determined by financial interdependency, election of governing authority, designation of management ability to influence operations, and accountability of fiscal matters. Certain units of local government which the Commission exercises no oversight responsibility, such as the Parish Police Jury, the Parish School Board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of Government Issue financial statements separate from that of the Commission.

**B. Fund Accounting**

The accounts of the Commission are organized on the basis of funds. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

**General Fund**

The General Fund is used to account for the operations of the Commission office. The various taxes paid to the Commission are accounted for in this fund. General operating expenditures are paid from this fund.



**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. Summary of Significant Accounting Policies (continued)**

**C. Basis of Accounting**

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 measurements made, regardless of the measurement focus applied.

The governmental fund is accounted for using the cash basis of accounting. Its revenues are recognized when they are collected.

Expenditures are generally recognized under the cash basis of accounting when the expenditures are paid.

**D. Budget Practices**

Annually, the Commission adopts a budget for the General Fund. A public notice of the proposed budget is published and a public hearing is held on the budget. The General Fund budget is prepared on the cash basis of accounting and includes original adopted budgeted amounts and all subsequent amendments. All annual appropriations lapse at fiscal year-end.

A requirement of Louisiana Revised Statute 39:1310 is that an amendment is necessary when actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding budgeted expenditures by five percent or more.

**2. Cash**

At December 31, 2003, the carrying amount of the Commission's deposits was \$12,870 and the bank balance was \$13,783. Of the bank balance, the entire amount was covered by federal depository insurance.

**SPECIAL REPORTS**  
**OF**  
**CERTIFIED PUBLIC ACCOUNTANTS**





**Postlethwaite & Netterville**

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**Independent Accountants' Report**  
**On Applying Agreed-Upon Procedures**

To the West Feliciana Parish Tourist Commission

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of West Feliciana Parish Tourist Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about West Feliciana Parish Tourist Commission's compliance with certain laws and regulations during the year ended December 31, 2003 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$15,000 or for public works exceeding \$100,000.

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), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided us with the required list.

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.

There were not any employees for the year ended December 31, 2003.

#### Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and the budget amendments.

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

We traced the adoption of the original budget to the minutes.

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 exceed budgeted amounts by 5% or more.

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

#### Accounting and Reporting

7. 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; and

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

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

Inspection of documentation supporting each of the six selected disbursements indicated that approvals from the proper authorities were obtained.

Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

West Feliciana Parish Tourist Commission is only required to post a notice of each meeting and the accompanying agenda on the door of the commission's office building. The commission also publishes notices of its meetings in the town newspaper.

Debt

9. 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 all 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

10. 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.

We inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Our prior year report, dated June 11, 2003, did not include any comments or unresolved matters.

We were not engaged to, and did not; perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of West Feliciana 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. However, this report is a matter of public record and its distribution is not limited.

*Pastthwait & Nettrold*

June 19, 2003



**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

June 25, 2004

Postlethwaite & Netterville  
St. Francisville, Louisiana

In connection with your compilation of our financial statements as of December 31, 2003 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the Internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of June 25, 2004.

**Public Bid Law**

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

Yes [ x ] 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 [ x ] 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 [ x ] No [ ]

**Budgeting**

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

Yes [ x ] 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 [ x ] No [ ]

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

Yes [ x ] No [ ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [ x ] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [x ] 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 [x ] 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 [x ] No [ ]

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

We have provided you with any communications from regulatory agencies or 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 this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

①

<u>Charmaine A. Dupree</u>	<u>Secty./Treasurer</u>	<u>8/23/04</u>	<u>Date</u>
<u>Claire Ruth Saint</u>	<u>President</u>	<u>8/23/04</u>	<u>Date</u>



**WEST FELICIANA PARISH TOURIST COMMISSION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED DECEMBER 31, 2003**

NON COMPLIANCE

2003-01 AUDIT LAWS

Criteria: LSA-RS24:513 (5)(a) requires the engagement to be completed within six months of the close of the entity's fiscal year.

Effect: The Commission's financial statements were not submitted timely.

This finding resulted from the CPA firm inadvertently not submitting the financial statements on a timely basis.