

13

REGISTERED
LEGISLATIVE AUDITOR OFFICIAL
FILE COPY
NO. 208 20 00 3-31-80 001 0000 011

4978
48801393

WEST FELICIANA PARISH TOURIST COMMISSION
FINANCIAL STATEMENTS
DECEMBER 31, 1997 AND 1996

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

Release Date
 JAN 13 1998



Pustlethwaite & Netterville

CP Professional Accounting Corporation
SERVING BUSINESS ACCOUNTANTS

BATON ROUGE • BOHAISSONVILLE • GONDOLES • NEW ORLEANS • ST. FRANCISVILLE
LOUISIANA

COMPLIATION REPORT

WEST FELICIANA PARISH TREASURY COMMISSION
ST. FRANCISVILLE, LOUISIANA

FINANCIAL STATEMENTS
DECEMBER 31, 1997 and 1996



C O N T E N T S

	<u>Page</u>
<u>ACCOUNTANTS' COMPILATION REPORT</u>	1
<u>FINANCIAL STATEMENTS</u> <i>(Combined Statements - Shareholder)</i>	
Balance Sheet - Cash Basis - Governmental Fund Type	2
Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis - Extrajural Fund	3
Statement of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis - General Fund - Budget and Actual	4 - 5
Notes to the Financial Statements	6 - 7



Pustlethwaite & Netterville

A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

800 UNIVERSITY BLVD., SUITE 1001 • METairie, LOUISIANA 70002 • TELEPHONE (504) 885-6888 • FAX (504) 885-6889

ACCOUNTANTS' COMPILATION REPORT

West Feliciana Parish Taxist Commission
St. Francisville, Louisiana

We have compiled the accompanying general purpose financial statements each basis of West Feliciana Parish Taxist Commission, a component unit of West Feliciana Parish Police Jury, as of December 31, 1987 and 1988, 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.

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 financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Pustlethwaite + Netterville

St. Francisville, Louisiana
June 5, 1988

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

**BALANCE SHEET - CASH BASIS - GOVERNMENTAL FUND TYPE
DECEMBER 31, 1997 AND 1996**

ASSETS

	<u>Governmental Fund Type</u>	
	<u>General Fund</u>	
	<u>1997</u>	<u>1996</u>
Cash (Note 2)	\$ 33,170	\$ 42,488
Total Assets	<u>\$ 33,170</u>	<u>\$ 42,488</u>

LIABILITIES AND FUND EQUITY

Fund Equity:		
Fund Balance:		
Unreserved - undesignated	<u>\$ 33,170</u>	<u>\$ 42,488</u>
Total fund equity	<u>33,170</u>	<u>42,488</u>
Total Liabilities and Fund Equity	<u>\$ 33,170</u>	<u>\$ 42,488</u>

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, 1997 AND 1996**

	<u>1997</u>	<u>1996</u>
REVENUES		
Hotel and motel tax	\$ 54,903	\$ 62,590
Interest	664	650
Other Revenues	<u>1,182</u>	<u>718</u>
Total Revenue	<u>56,750</u>	<u>64,958</u>
EXPENDITURES		
Current		
General Government		
Bonding	-	180
Office expense	13,372	10,582
Professional	900	683
Promotion and advertising	51,880	25,089
Salaries and taxes	<u>18,818</u>	<u>11,762</u>
Total Expenditures	<u>86,870</u>	<u>47,456</u>
Excess of revenues over (under) expenditures	(30,120)	17,502
Fund balance at beginning of year	<u>42,488</u>	<u>25,002</u>
Fund balance at end of year	<u>\$ 12,368</u>	<u>\$ 42,488</u>

See accompanying notes and accountant's report.



**WEST LEBLANCA PARISH POLICE COMMISSION
ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GENERAL FUND - CASH BASIS - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2014 AND 2013**

	2014		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Fees and rental fees	\$ 55,000	\$ 54,902	\$ 98
Interest	629	628	19
Other Revenues	3,488	1,792	(2,696)
Total Revenues	59,117	57,322	(1,795)
EXPENDITURES			
Current:			
General Government:			
Housing	-	-	-
Office expense	14,658	15,712	1,054
Professional	3,000	900	(2,100)
Promotion and advertising	35,178	31,883	(3,295)
Salaries and wages	26,888	19,818	(7,070)
Total Expenditures	79,724	68,313	(11,411)
Excess of revenues over (under) expenditures	(20,607)	(9,991)	10,616
Fund balance at beginning of year	62,488	62,488	-
Fund balance at end of year	\$ 41,881	\$ 52,497	\$ 10,616

See accompanying notes and accountant's report.

1994

	Budget	Actual	Variance Favorable (Unfavorable)
\$	90,000	\$ 63,500	\$ 26,500
	400	650	250
	500	714	214
	30,700	64,954	34,254
	100	100	-
	9,651	10,583	(932)
	800	663	137
	41,050	25,009	16,041
	12,770	11,532	1,238
	64,000	47,676	16,324
	110,000	77,676	32,324
	25,011	25,011	-
\$	11,671	\$ 47,687	\$ 36,016

**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 received 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, absence 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 those 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.



SENE 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 refers to the timing of the measurements made, regardless of the measurement basis 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 Practice

Annually, the Commission adopts a budget for the General Fund. A public review 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 comparison of budgeted to actual expenditures in the General Fund revealed amounts in excess of budgeted expenditures. A requirement of Louisiana Revised Statute 39:1311 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.

1. Cash

At December 31, 1997, the carrying amount of the Commission's deposits was \$30,033, and the bank balance was \$30,899. Of the bank balance, the entire amount was covered by federal depository insurance.



Pastelthwaite & Nettens RECEIVED
A Professional Accounting Firm PUBLIC ACCOUNTING

MANWORTH PLAZA BLVD., SUITE 1001 • BAYTOWN SQUARE, LOUISIANA 70001 • TEL: (504) 833-0100 • FAX: (504) 833-0077

**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 Audits Guide and summarized below, which were agreed to by the management of West Feliciana Parish Tourist Commission and the Legislative Audits, 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, 1997 included in the accompanying Louisiana Statutes *Quasi-Revue*. 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 48:221 1-2151 (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 42:1301-1124 (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.

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain 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 of a meeting held on December 9, 1996 which indicated that the budget had been adopted by the commissioners of West Feliciana Parish Tourism Commission. Amendments were made to the budget and adopted at meetings dated May 12, 1997, July 14, 1997 and October 13, 1997.

7. 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 and expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. 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

9. Examine evidence indicating that agendas for meetings recorded in the minute books were posted or advertised as required by LSA-PS 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.

Bank

10. 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

11. Examine payroll records and estimates 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 March 31, 1993, did not include any comments or unresolved matters.

We were not engaged to, and did not, perform an examination, the objective of which was to be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed audit level 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.

Paulthornt & Mathews

June 5, 1998

