

ORIGINAL
FILE COPY

DO NOT REMOVE

(Xerox necessary
copies from this
copy and PLACE
BACK IN FILE)

RECEIVED
LEGISLATIVE AUDITOR
00 FEB -1 AM 10:07

ACADIA PARISH CONVENTION AND VISITORS COMMISSION
FINANCIAL REPORT
DECEMBER 31, 1998

Under provisions of the Louisiana
report is a public document. A
copy of the report has been submit-
ted to the audited, or reviewed,
entity and other appropriate public
officials. The report is available for
public inspection at the Baton
Rouge office of the Legislative Audi-
tor and, where appropriate, at the
office of the parish clerk of court.

Release Date FEB 16 2000

C O N T E N T S

	Page
INDEPENDENT ACCOUNTANT'S REPORT ON THE FINANCIAL STATEMENTS	1
FINANCIAL STATEMENTS	
Combined balance sheet - all fund types and account groups	2 and 3
Combined statement of revenues, expenditures, and change in fund balance - all governmental fund types	4
Combined statement of revenues, expenditures, and change in fund balance - budget (GAAP basis) and actual - general fund	5 and 6
Notes to financial statements	7-10
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES	11-14
LOUISIANA ATTESTATION QUESTIONNAIRE	15 and 16



BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

122 East 5th St.
P.O. Drawer 307
Crowley, Louisiana
70527-0307
phone: (337) 783-0650
fax: (337) 783-7238

INDEPENDENT ACCOUNTANT'S REPORT

Other Offices:

Lafayette, LA
(337) 988-4930

Opelousas, LA
(337) 942-5217

Abbeville, LA
(337) 898-1497

New Iberia, LA
(337) 364-4554

Church Point, LA
(337) 684-2855

Eunice, LA
(337) 457-0071

The Board of Commissioners
Acadia Parish Convention and
Visitors Commission
Crowley, Louisiana

We have compiled the accompanying general purpose financial statements of Acadia Parish Convention and Visitors Commission, a component unit of the Acadia Parish Police Jury, as of and for the years ended December 31, 1998 and 1997, as listed in the table of contents, 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 information that is the representation of the Board in the form of financial statements. We have not audited or reviewed the accompanying financial statements and, accordingly, we do not express an opinion or any other form of assurance on them.

BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.

Crowley, Louisiana
January 11, 2000

Eugene C. Gilder, CPA*
Donald W. Kelley, CPA*
Herbert Lemonge II, CPA*
Frank A. Stagno, CPA*
Scott J. Broussard, CPA*
L. Charles Abshire, CPA*
Kenneth R. Dugas, CPA*
P. John Blanchet III, CPA*
Stephen L. Lambousy, CPA*
Craig C. Bahneaux, CPA*
Peter C. Bonello, CPA*
George J. Trappey III, CPA*
Gregory B. Milton, CPA*
S. Scott Soileau, CPA*
Patrick D. McCarthy, CPA*
Martha B. Wyatt, CPA*
Troy J. Breaux, CPA*
Fayette T. Dupre', CPA*

Retired:

Sidney L. Broussard, CPA 1980
Leon K. Poche', CPA 1984
James H. Breaux, CPA 1987
Erin R. Walton, CPA 1988
George A. Lewis, CPA* 1992
Geraldine J. Wimberly, CPA* 1995
Rodney L. Savoy, CPA* 1996
Larry G. Broussard, CPA* 1996
Lawrence A. Cramer, CPA* 1999
Michael P. Crochet, CPA* 1999

Members of American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

* A Professional Accounting Corporation.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1998

See Accountant's Compilation Report

	<u>Governmental Fund Type</u>	<u>Account Group</u>	<u>Totals Memorandum Only)</u>
ASSETS	<u>General Fund</u>	<u>General Fixed Assets</u>	
Cash	\$ 71,066	\$ -	\$ 71,066
Certificate of deposit, at cost	11,000	-	11,000
Equipment	-	1,120	1,120
Land	-	50,000	50,000
Land improvements	<u>-</u>	<u>6,173</u>	<u>6,173</u>
Total assets	<u>\$ 82,066</u>	<u>\$ 57,293</u>	<u>\$139,359</u>
LIABILITIES AND FUND EQUITY			
Fund equity:			
Investment in general fixed assets	\$ -	\$ 57,293	\$ 57,293
Fund balance:			
Unreserved - undesignated	<u>82,066</u>	<u>-</u>	<u>82,066</u>
Total fund equity	<u>\$ 82,066</u>	<u>\$ 57,293</u>	<u>\$139,359</u>
Total liabilities and fund equity	<u>\$ 82,066</u>	<u>\$ 57,293</u>	<u>\$139,359</u>

See Notes to Financial Statements.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1997

See Accountant's Compilation Report

	<u>Governmental Fund Type</u>	<u>Account Group</u>	Totals
ASSETS	<u>General Fund</u>	<u>General Fixed Assets</u>	<u>Memorandum Only)</u>
Cash	\$ 25,287	\$ -	\$ 25,287
Certificate of deposit, at cost	25,000	-	25,000
Equipment	-	400	400
Land	-	50,000	50,000
Land improvements	<u>-</u>	<u>593</u>	<u>593</u>
Total assets	<u>\$ 50,287</u>	<u>\$ 50,993</u>	<u>\$101,280</u>
LIABILITIES AND FUND EQUITY			
Fund equity:			
Investment in general fixed assets	\$ -	\$ 50,993	\$ 50,993
Fund balance:			
Unreserved - undesignated	<u>50,287</u>	<u>-</u>	<u>50,287</u>
Total fund equity	<u>\$ 50,287</u>	<u>\$ 50,993</u>	<u>\$101,280</u>
Total liabilities and fund equity	<u>\$ 50,287</u>	<u>\$ 50,993</u>	<u>\$101,280</u>

See Notes to Financial Statements.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
 ALL GOVERNMENTAL FUND TYPES
 Years Ended December 31, 1998 and 1997
 See Accountant's Compilation Report

	<u>General Fund</u>	
	<u>1998</u>	<u>1997</u>
Revenues:		
Taxes:		
Hotel/motel tax revenue	\$ 28,275	\$ 27,870
Intergovernmental:		
Enterprise tax	50,695	28,943
Other	<u>3,369</u>	<u>5,625</u>
Total revenues	<u>\$ 82,339</u>	<u>\$ 62,438</u>
Expenditures:		
Current:		
Economic development:		
Salaries and related benefits	\$ 17,958	\$ 15,689
Ad and promotions	13,606	2,467
Utilities	675	992
Meetings and seminars	1,196	937
Supplies	1,962	2,366
Repairs and maintenance	827	1,031
Telephone	2,696	2,103
Rent	2,410	2,305
Memberships and subscriptions	611	662
Travel	914	426
Other	822	1,499
Capital outlay	<u>6,883</u>	<u>1,249</u>
Total expenditures	<u>\$ 50,560</u>	<u>\$ 31,726</u>
Excess of revenues over expenditures	\$ 31,779	\$ 30,712
Fund balance, beginning	<u>50,287</u>	<u>19,575</u>
Fund balance, ending	<u>\$ 82,066</u>	<u>\$ 50,287</u>

See Notes to Financial Statements.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

COMBINED STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE -
 BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND
 Years Ended December 31, 1998 and 1997
 See Accountant's Compilation Report

	1998		Variance- Favorable (Unfavorable)
	<u>Budget</u>	<u>Actual</u>	
Revenues:			
Taxes:			
Hotel/motel tax	\$ 30,000	\$ 28,275	\$ (1,725)
Intergovernmental:			
Enterprise tax	46,000	50,695	4,695
Other	<u>9,600</u>	<u>3,369</u>	<u>(6,231)</u>
Total revenues	<u>\$ 85,600</u>	<u>\$ 82,339</u>	<u>\$ (3,261)</u>
Expenditures:			
Current:			
Economic development:			
Salaries and related benefits	\$ 18,000	\$ 17,958	\$ 42
Ads and promotions	12,000	13,606	(1,606)
Utilities	1,200	675	525
Meeting and seminars	1,200	1,196	4
Supplies	3,700	1,962	1,738
Repairs and maintenance	240	827	(587)
Telephone	3,600	2,696	904
Rent	2,400	2,410	(10)
Memberships and subscriptions	600	611	(11)
Travel	600	914	(314)
Other	2,520	822	1,698
Capital outlay	<u>4,992</u>	<u>6,883</u>	<u>(1,891)</u>
Total expenditures	<u>\$ 51,052</u>	<u>\$ 50,560</u>	<u>\$ 492</u>
Excess of revenues over expenditures	\$ 34,548	\$ 31,779	\$ (2,769)
Fund balance, beginning	<u>50,287</u>	<u>50,287</u>	<u>-</u>
Fund balance, ending	<u>\$ 84,835</u>	<u>\$ 82,066</u>	<u>\$ (2,769)</u>

See Notes to Financial Statements.

1997		
<u>Budget</u>	<u>Actual</u>	Variance- Favorable <u>(Unfavorable)</u>
\$ 24,000	\$ 27,870	\$ 3,870
-	28,943	28,943
-	<u>5,625</u>	<u>5,625</u>
<u>\$ 24,000</u>	<u>\$ 62,438</u>	<u>\$ 38,438</u>
\$ 14,880	\$ 15,689	\$ (809)
2,196	2,467	(271)
1,500	992	508
300	937	(637)
300	2,366	(2,066)
-	1,031	(1,031)
1,800	2,103	(303)
1,200	2,305	(1,105)
600	662	(62)
240	426	(186)
744	1,499	(755)
<u>120</u>	<u>1,249</u>	<u>(1,129)</u>
<u>\$ 23,880</u>	<u>\$ 31,726</u>	<u>\$ (7,846)</u>
\$ 120	\$ 30,712	\$ 30,592
<u>19,575</u>	<u>19,575</u>	<u>-</u>
<u>\$ 19,695</u>	<u>\$ 50,287</u>	<u>\$ 30,592</u>

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 1. Summary of Significant Accounting Policies

Acadia Parish Convention and Visitors Commission, a component unit of the Acadia Parish Police Jury, was created by the Acadia Parish Police Jury as authorized by Louisiana Revised statute 33:4574. The ordinance creating this tourist commission was dated March 14, 1989. Acadia Parish Convention and Visitors Commission is governed by a twelve-member board of commissioners, appointed by the Police Jury. The purpose of the Commission shall be to encourage the development of tourist attractions in the Acadia Parish area.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. All GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

GASB Codification Section 2100 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Oversight responsibility by the Police Jury is determined on the basis of the following criteria:

1. Appointment of governing board
2. Designation of management
3. Ability to significantly influence operations
4. Accountability for fiscal matters
5. Scope of public service

Because the Police Jury appoints the governing board and can influence the scope of public service, the Tourist Commission was determined to be a component unit of the Acadia Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying general purpose financial statements present information only on the funds maintained by the Tourist Commission and do not present information on the parish police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the governmental reporting entity.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Fund accounting:

The Tourist Commission uses funds to report on its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. The Commission uses the following fund:

General Fund:

The general fund is classified as a governmental fund. Governmental funds account for the Commission's general activities, including the collection and disbursement of specific or legally restricted monies. The General Fund is the general operating fund of the Commission and accounts for all financial resources except those required to be accounted for in other funds.

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 Commission's accounts are reported on the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

General fixed assets:

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost if historical cost is not available.

Account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

Revenues:

Hotel/Motel taxes and enterprise taxes are recorded in the year the taxes are collected. The 2% occupancy tax on hotels and motels is collected monthly, while the occupancy tax on campgrounds and bed and breakfasts is collected quarterly. The enterprise tax, which is received from the state, is collected quarterly.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Expenditures:

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Budget practices:

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Secretary-Treasurer submits to the Board of Commissioners a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Due to the fact that expenditures do not exceed \$250,000, it is not necessary to have a public hearing.
3. The budget is then legally enacted through passage of an ordinance.
4. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. All budget appropriations lapse at year-end.

Expenditures may not legally exceed budgeted appropriations at the individual fund level by more than 5%.

Cash and certificates of deposit:

Under state law, the Tourist Commission may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

These deposits (or the resulting bank balances) must be secured by federal insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus federal insurance must at all times equal the amount on deposit with the federal agent. Deposits (bank balances) totaling \$82,263 and \$50,652 at December 31, 1998 and 1997 respectively, are fully secured by federal deposit insurance.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Vacation, sick leave, and pension plan:

The Tourist Commission has no pension plan, vacation leave, or sick leave policy. At December 31, 1998 and 1997, there are no accumulated vacation benefits that require accrual or disclosure to conform with generally accepted accounting principles.

Note 2. Board of Commissioners

The board members elect not to receive any compensation for attendance of meetings.

Note 3. Year 2000 Issue

The Year 2000 Issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999.

The Tourist Commission does not rely on any such electronic equipment for its operations and therefore feels that the Year 2000 Issue will have a minimal effect on both its operations and financial reporting.

Because of the unprecedented nature of the Year 2000 Issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Management cannot give assurance that the Tourist Commission is or will be Year 2000 ready, or that parties with whom the Tourist Commission does business will be Year 2000 ready.

Note 4. Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	<u>Equipment</u>	<u>Land</u>	<u>Land Improvements</u>
Balance - January 1, 1997	\$ -	\$ -	\$ -
1997 additions	<u>400</u>	<u>50,000</u>	<u>593</u>
Balance - December 31, 1997	\$ 400	\$ 50,000	\$ 593
1998 additions	<u>720</u>	<u>-</u>	<u>5,580</u>
Balance - December 31, 1998	<u>\$ 1,120</u>	<u>\$ 50,000</u>	<u>\$ 6,173</u>



BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

122 East 5th St.
P.O. Drawer 307
Crowley, Louisiana
70527-0307

phone: (337) 783-0650

fax: (337) 783-7238

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Other Offices:

Lafayette, LA
(337) 988-4930

Opelousas, LA
(337) 942-5217

Abbeville, LA
(337) 898-1497

New Iberia, LA
(337) 364-4554

Church Point, LA
(337) 684-2855

Eunice, LA
(337) 457-0071

The Board of Commissioners
Acadia Parish Convention and
Visitors Commission
Crowley, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Acadia Parish Convention and Visitors Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Acadia Parish Convention and Visitors Commission compliance with certain laws and regulations during the years ended December 31, 1998 and 1997 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 each 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).

There were not any expenditures made for materials and supplies exceeding \$15,000, nor expenditures made for public works exceeding \$100,000.

Eugene C. Gilder, CPA*
Donald W. Kelley, CPA*
Herbert Leagome II, CPA*
Frank A. Stagno, CPA*
Scott J. Broussard, CPA*
L. Charles Abshire, CPA*
Kenneth R. Dugas, CPA*
P. John Blanchet III, CPA*
Stephen L. Lambousy, CPA*
Craig C. Babinoux, CPA*
Peter C. Borrello, CPA*
George J. Trappey III, CPA*
Gregory B. Milton, CPA*
S. Scott Soileau, CPA*
Patrick D. McCarthy, CPA*
Martha B. Wyatt, CPA*
Troy J. Breaux, CPA*
Fayette T. Dupre', CPA*

Retired:

Sidney L. Broussard, CPA 1980
Leon K. Poche', CPA 1984
James H. Breaux, CPA 1987
Erna R. Walton, CPA 1988
George A. Lewis, CPA* 1992
Geraldine J. Wimberly, CPA* 1995
Rodney L. Savoy, CPA* 1996
Larry G. Broussard, CPA* 1996
Lawrence A. Cramer, CPA* 1999
Michael P. Crochet, CPA* 1999

Members of American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

* A Professional Accounting Corporation.

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 including the noted information.

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

Management provided us with a copy of the original budget; there were no amendments made to the budget during the period under examination.

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

We traced the adoption of the budget for fiscal year 1998 to the minutes of a meeting held on July 10, 1997. The Tourist Commission was unable to produce the minutes showing where the fiscal year 1997 budget was adopted.

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 fiscal year 1998 did not vary from budgeted amounts by more than 5%. However, expenditures for fiscal year 1997 did exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. Randomly select six disbursements made during each 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 six 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 approvals.

Meetings

9. 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).

Acadia Parish Convention and Visitors Commission is required to post or advertise a notice of each meeting. Management has asserted that such documents were properly advertised in local journals.

Debt

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

The Board of Commissioners
Acadia Parish Convention and
Visitors Commission

Advances and Bonuses

11. Examine payroll records and minutes for each 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 Commission for each year did not indicate any such payments. We also inspected payroll records for each year and did not note any instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Reporting Requirements

12. The Commission did not file an annual report within six months of year-end for both fiscal years 1998 and 1997 as required by state law.

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 Acadia Parish Convention and Visitors 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.

BROUSSARD, POCHÉ, LEWIS & BREAUX, L.L.P.

Crowley, Louisiana
January 11, 2000

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

January 20, 2000 (Date Transmitted)

BROUSSARD POCHE LEWIS & BREAUX LLP
CERTIFIED PUBLIC ACCOUNTANTS
PO DRAWER 307
CROWLEY LA 70527-0307 (Auditors)

~~DECEMBER 31, 1998~~ ^{AS 1997}

In connection with your compilation of our financial statements as of [date] 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 (date of JANUARY 20, 2000 completion/representations).

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 [] 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) 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, 33:463, and/or 39:92, as applicable.

Yes [] No []

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

Yes [] No []

Meetings

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

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 []

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.

Secretary _____ Date

Treasurer _____ Date

Paul Brumard
President 1-20-00 Date

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

MANAGEMENT'S CORRECTIVE ACTION PLAN
For the Years Ended December 31, 1998 and 1997

Section I. Internal Control and Compliance Material to the Financial Statements

- | | | |
|------|---|--|
| 97-1 | The Commission failed to provide evidence showing that the budget for fiscal year 1997 was adopted by the Board of Commissioners in open meeting. | Management has addressed this issue and implemented procedures to ensure that the budget is adopted in an open meeting and appropriate documentation is retained. |
| 97-2 | The Commission's actual revenues and expenditures exceeded budget by more than 5%. | Management will endeavor to monitor the budget more closely and will present budget amendments to the Board of Commissioners for adoption when necessary. |
| 98-1 | The Commission did not file an annual report within six months of year-end for both fiscal years 1998 and 1997 as required by state law. | Management is now aware of the state requirements to have an annual report filed within six months of year-end and has made arrangements to be in compliance with this law for its fiscal year 1999. |

Section II. Internal Control and Compliance Material to Federal Awards

There were no findings related to federal awards for the years ended December 31, 1998 and 1997.

Section III. Management Letter

There were no findings reported in a separate management letter for the years ended December 31, 1998 and 1997.

Responsible Party: Paul Broussard, President