

RECEIVED
LEGISLATIVE AUDITOR
2000 JUL -5 AM 11:14

**OFFICIAL
FILE COPY**
DO NOT SEND OUT
(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1999

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 JUL 19 2000

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
 RUSTON, LOUISIANA
 GENERAL PURPOSE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 1999

CONTENTS

	<u>Schedule</u>	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT		1
GENERAL PURPOSE FINANCIAL STATEMENTS:		
Combined Balance Sheet - All Fund Types and Account Groups		2
Combined Statement of Revenues, Expenditures and Changes in Fund Balance - All Fund Types		3
Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual - General Fund		4
Statement of Cash Flows - Enterprise Fund		5
NOTES TO FINANCIAL STATEMENTS		6-10
SUPPLEMENTAL INFORMATION SCHEDULES:		
Compensation Paid to Commission Members		11
Schedule of Expenditures - General Fund	1	12
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>		13-14
Schedule of Findings		15
Management's Corrective Action Plan		16-17
Summary Schedule of Prior Year Findings		18

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

WILLIAM R. HULSEY
A PROFESSIONAL ACCOUNTING CORPORATION
2117 FORSYTHE AVENUE
MONROE, LOUISIANA

500 NORTH 7TH
WEST MONROE, LOUISIANA

MAILING ADDRESS
P. O. BOX 2253
MONROE, LOUISIANA 71207
(318) 362-9900
FAX (318) 362-9993

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Lincoln Parish Convention and Visitors Commission
Ruston, Louisiana

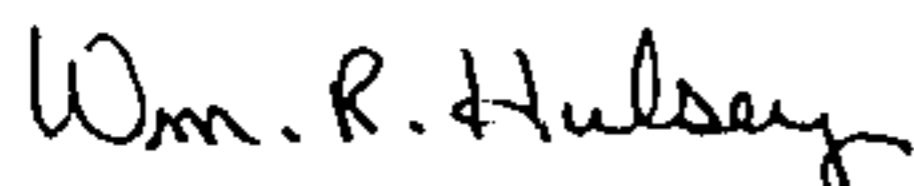
I have audited the accompanying general purpose financial statements of the Lincoln Parish Convention and Visitors Commission as of and for the year ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Lincoln Parish Convention and Visitors Commission's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-133, Audits of State and Local Governments. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Lincoln Parish Convention and Visitors Commission as of December 31, 1999, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated June 21, 2000, on my consideration of the Lincoln Parish Convention and Visitors Commission's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

WILLIAM R. HULSEY
Certified Public Accountant



June 21, 2000

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1999

	<u>Governmental Fund Types</u>	<u>Enterprise Fund Type</u>	<u>Account Groups</u>	
	<u>General Fund</u>	<u>Enterprise Fund</u>	<u>General Fixed Assets</u>	<u>Totals (Memo- randum Only)</u>
Assets:				
Cash and cash equivalents	\$ 50,755	\$ 331,667	\$ -	\$ 382,422
Accounts receivable	10,655	-	-	10,655
Equipment	<u>-</u>	<u>-</u>	<u>21,232</u>	<u>21,232</u>
TOTAL ASSETS	<u>\$ 61,410</u>	<u>\$ 331,667</u>	<u>\$ 21,232</u>	<u>\$ 414,309</u>
Liabilities and Fund Equity:				
Liabilities:				
Accounts payable	<u>\$ 10,160</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,160</u>
Total liabilities	<u>10,160</u>	<u>-</u>	<u>-</u>	<u>10,160</u>
Fund Equity:				
Fund balance	<u>51,250</u>	<u>331,667</u>	<u>21,232</u>	<u>404,149</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 61,410</u>	<u>\$ 331,667</u>	<u>\$ 21,232</u>	<u>\$ 414,309</u>

The accompanying notes to financial statements are an integral part of these statements.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Governmental Fund Type</u>	<u>Enterprise Fund Type</u>	Totals (Memo- randum Only)
	<u>General Fund</u>	<u>Enterprise Fund</u>	<u> </u>
Revenues:			
Enterprise revenue	\$ -	\$ 88,447	\$ 88,447
Lodging tax collections	162,788	-	162,788
Interest income	1,105	18,557	19,662
Other income	<u>1,360</u>	<u>1,196</u>	<u>2,556</u>
Total revenues	<u>165,253</u>	<u>108,200</u>	<u>273,453</u>
Expenditures:			
Accounting - audit	2,400	-	2,400
Advertising	1,800	72,570	74,370
Auto expense	3,200	-	3,200
Board retreat	2,042	-	2,042
Brochure distribution	1,095	-	1,095
Collection administration	1,392	-	1,392
Dues and subscriptions	1,716	-	1,716
Grants	-	77,523	77,523
FAM tours	657	-	657
Meals and entertainment	495	-	495
Office supplies and expense	5,940	-	5,940
Operating expenses	64,900	-	64,900
Parish park contributions	54,263	-	54,263
Postage	3,063	-	3,063
Professional services	8,236	-	8,236
Promotional items	4,921	-	4,921
Registration fees, trade shows, and marketing	2,549	-	2,549
Staff training	1,168	-	1,168
Telephone and utilities	1,691	-	1,691
Travel - lodging	<u>1,548</u>	<u>-</u>	<u>1,548</u>
Total expenditures	<u>163,076</u>	<u>150,093</u>	<u>313,169</u>
Excess (deficiency) of revenues over expenditures	2,177	(41,893)	(39,716)
Fund balances, December 31, 1998	40,535	373,560	414,095
Prior period adjustment	<u>8,538</u>	<u>-</u>	<u>8,538</u>
Fund balances, December 31, 1999	<u>\$ 51,250</u>	<u>\$ 331,667</u>	<u>\$ 382,917</u>

The accompanying notes to financial statements are an integral part of these statements.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS)
AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1999

	General Fund		
	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Lodging tax collections	\$ 165,000	\$ 162,788	\$ (2,212)
Interest income	1,000	1,105	105
Other income	<u>-</u>	<u>1,360</u>	<u>1,360</u>
Total revenues	166,000	165,253	(747)
Expenditures (Schedule 1)	<u>167,500</u>	<u>163,076</u>	<u>4,424</u>
Excess (deficiency) of revenues over expenditures	<u>(1,500)</u>	<u>2,177</u>	<u>3,677</u>
Other financing sources (uses):			
Operating transfers in	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>\$ (1,500)</u>	2,177	<u>\$ 3,677</u>
Fund balance, December 31, 1998		40,535	
Prior period adjustments		<u>8,538</u>	
Fund balance, December 31, 1999		<u>\$ 51,250</u>	

The accompanying notes to financial statements are an integral part of these statements.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
STATEMENT OF CASH FLOWS - ENTERPRISE FUND
DECEMBER 31, 1999

Cash flows from operating activities:	
Net increase (decrease) in fund balance	<u>\$ (41,893)</u>
Net (decrease) in cash	(41,893)
Cash, beginning of period	<u>373,560</u>
Cash, end of period	<u>\$ 331,667</u>

The accompanying notes to financial statements are an integral part of these statements.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1999

NOTE 1 - GENERAL INFORMATION

The Lincoln Parish Convention and Visitors Commission was created by the Lincoln Parish Police Jury for the purpose of representing the business and civic community on an organized and non-profit basis for the solicitation and servicing of conventions and for the promotion of visitor activity within Lincoln Parish. The accounting policies of the Lincoln Parish Convention and Visitors Commission, Ruston, Louisiana, conform to generally accepted accounting principles as applicable to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Lincoln Parish Convention and Visitors Commission, Ruston, Louisiana is a component unit of the Lincoln Parish Police Jury, the governing body of the Parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the police jury, or other governmental units that comprise the governmental reporting entity.

Fund Accounting

The accounts of the Lincoln Parish Convention and Visitors Commission, Ruston, Louisiana are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that include its assets, liabilities, fund equity, revenues, and expenditures. 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:

Governmental Fund Types

General Fund

The General Fund is the general operating fund of the Lincoln Parish Convention and Visitors Commission, Ruston, Louisiana.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1999

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting (Continued)

Enterprise Fund Type

Enterprise Fund

The Enterprise Fund is used for tourism purposes, including the promotion of fairs and festivals in Lincoln Parish, and for economic development purposes in Lincoln Parish as provided by Act 983 of the 1992 Regular Legislative Session.

Account Groups

General Fixed Assets Account Group

Fixed assets used in the Governmental Fund Types operations are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost, if historical is not available.

The account group is not a fund. It is concerned only with the measurement of financial position, not with measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

The records of the Lincoln Parish Convention and Visitors Commission Operating Fund are maintained on a modified accrual basis of accounting utilizing the following practices:

Revenues

The Lincoln Parish Police Jury levies and collects a 3% hotel and motel tax on all hotel and motel revenue in the parish. After collection, these monies are entrusted to the commission subject to the restrictions described in Note 4. The Commission records the revenues on the accrual basis.

Substantially all other revenues are recorded when received.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1999

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Expenditures

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

Budgetary Accounting

The Lincoln Parish Convention and Visitors Commission, Ruston, Louisiana, prepares an annual budget of revenues and expenditures in conformity with generally accepted accounting principles as applied to governmental units for approval by the Lincoln Parish Police Jury.

Unexpended budget balances lapse at year end. The Commission's Board of Commissioners has the authority to make changes or amendments within various budget classifications. Budgeted amounts are presented in the financial statements as originally adopted, or as amended by the Board.

Cash and Cash Equivalents

The Commission considers all highly liquid investments with an original maturity date of one year or less when purchased to be cash equivalents.

Vacation and Sick Leave

The Commission has no formal vacation or sick leave policy since it has no employees.

Memorandum Only - Total Columns

The total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operation in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED DECEMBER 31, 1999

NOTE 3 - RECEIVABLES

Accounts receivable consist of amounts due from the Lincoln Parish Police Jury for proceeds of the hotel and motel tax.

NOTE 4 - DEDICATION OF REVENUES

The proceeds of the hotel and motel tax levied by the Lincoln Parish Police Jury and entrusted to the Commission are dedicated solely for the purpose of carrying on programs and activities designed to attract conventions and tourists to Lincoln Parish.

NOTE 5 - CASH

At year end, the carrying amount of the Board's deposits was \$134,922 and the bank balance was \$135,702. The bank balance is categorized as follows:

Amount insured by FDIC	\$ <u>100,000</u>
Total collateralized	234,982
Bank balance	<u>135,702</u>
Over collateralized	\$ <u>199,280</u>

Under state law, these deposits must be secured by federal deposit insurance (FDIC) or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank.

NOTE 6 - DUE TO/FROM OTHER FUNDS

There were no individual fund balances due to/from other funds as of December 31, 1999.

NOTE 7 - OPERATING AGENT

From January to April of 1999, the Commission paid a monthly fee of \$4,883.33 to the Ruston-Lincoln Chamber of Commerce to compensate the Chamber for expenses incurred on behalf of the Commission. For the months of May to December, the Commission's monthly fee was \$5,670.83.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED DECEMBER 31, 1999

NOTE 8 - CHANGES IN GENERAL FIXED ASSET GROUP

A summary of the changes in general fixed assets follows:

	<u>Balance</u> <u>12-31-98</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12-31-99</u>
Equipment	\$ 21,232	\$ -	\$ -	\$ 21,232
Total	<u>\$ 21,232</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,232</u>

NOTE 9 - LITIGATION AND CLAIMS

According to the Parish District Attorney, the Commission had no pending or threatened litigation as of December 31, 1999.

NOTE 10 - BUDGET/ACTUAL VARIANCES

When comparing budget to actual amounts, the General Fund had no variances greater than 5%.

NOTE 11 - PRIOR PERIOD ADJUSTMENT

Certain errors resulting in an understatement of previously reported accounts receivable and accounts payable were discovered during the current year. Accordingly, an adjustment was made during 1999 to adjust these accounts by \$12,812 and \$4,274, respectively. A corresponding adjustment was made to increase previously reported retained earnings by the net effect of \$8,538.

SUPPLEMENTAL INFORMATION

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
COMPENSATION PAID TO COMMISSION MEMBERS
FOR THE YEAR ENDED DECEMBER 31, 1999

No direct compensation was paid to any member of the Board of Commissioners during the year ended December 31, 1999.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
SCHEDULE OF EXPENDITURES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1999

SCHEDULE 1

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Expenditures:			
Accounting - audit	\$ 2,500	\$ 2,400	\$ 100
Advertising	-	1,800	(1,800)
Auto expense	3,400	3,200	200
Bank charges	100	-	100
Board retreat	2,050	2,042	8
Brochure distribution	1,100	1,095	5
Collection administration	1,400	1,392	8
Dues and subscriptions	1,700	1,716	(16)
FAM tours	1,700	657	1,043
Meals and entertainment	900	495	405
Office supplies and expense	5,900	5,940	(40)
Operating expenses	64,900	64,900	-
Parish park contributions	55,000	54,263	737
Photography	500	-	500
Postage	3,800	3,063	737
Professional services	8,800	8,236	564
Promotional items	6,500	4,921	1,579
Registration fees, trade shows, and marketing	2,000	2,549	(549)
Staff training	1,150	1,168	(18)
Telephone and utilities	1,600	1,691	(91)
Travel - air	500	-	500
Travel - lodging	<u>2,000</u>	<u>1,548</u>	<u>452</u>
Total expenditures	<u>\$ 167,500</u>	<u>\$ 163,076</u>	<u>\$ 4,424</u>

WILLIAM R. HULSEY

A PROFESSIONAL ACCOUNTING CORPORATION
2117 FORSYTHE AVENUE
MONROE, LOUISIANA

500 NORTH 7TH
WEST MONROE, LOUISIANA

MAILING ADDRESS
P. O. BOX 2253
MONROE, LOUISIANA 71207
(318) 362-9900
FAX (318) 362-9993

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners
Lincoln Parish Convention and Visitors Commission
Ruston, Louisiana

I have audited the financial statements of the Lincoln Parish Convention and Visitors Commission, as of and for the year ended December 31, 1999, and have issued my report thereon dated June 21, 2000. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Lincoln Parish Convention and Visitors Commission's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed instances of noncompliance that are required to be reported under "Government Auditing Standards", which are described in the accompanying schedule of findings as items 99-1, 99-2 and 99-3.

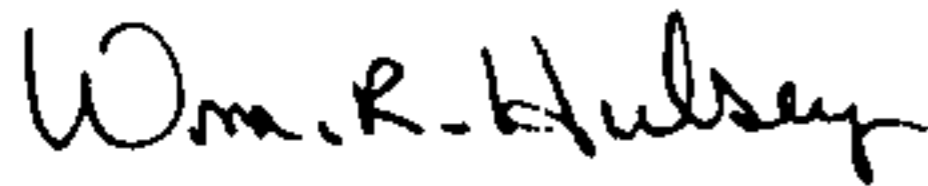
Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Lincoln Parish Convention and Visitors Commission's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect the Lincoln Parish Convention and Visitors Commission's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings as items 99-1, 99-2 and 99-3 on page 15.

A material weakness is a condition in which the design or operation of one or more of the internal control structure components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Lincoln Parish Convention and Visitors Commission, management, and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

WILLIAM R. HULSEY
Certified Public Accountant



June 21, 2000

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 1999

Finding 99-1:

Supporting documentation for some checks was not found.

Recommendation:

All invoices and duplicate copy of check should be filed by vendor.

Response:

This recommendation is currently being followed. It was implemented in conjunction with the reorganization of employee responsibilities.

Finding 99-2:

Grant application and supporting documents could not be found for one grant paid during the year.

Recommendation:

Organizational procedures should be implemented by filing grant application files alphabetically in three separate sets - one set for pending applications, one for accepted applications and one for denied applications. A checklist should be kept at the front of the folder showing items that must be completed prior to approving payment of a grant.

Response:

There is not a current filing procedure with regards to grant applications in place.

Finding 99-3:

Supporting documentation for deposits classified as other income could not be found.

Recommendation:

All deposit receipts and check stubs or copies of checks be kept together in a separate file.

Response:

This recommendation is currently being followed. It was implemented in conjunction with the reorganization of employee responsibilities.

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 1999

Finding 99-1 - Corrective Action Plan - Current Year Findings

Contact Person:

Andy Halbrook, President, Ruston-Lincoln Chamber of Commerce
Operating Agent, Ruston-Lincoln Convention & Visitors Bureau
(318) 255-2031

Contact Action Planned:

All invoices will be attached to a duplicate copy of the check and filed by vendor.

Anticipated Completion Date:

Immediate

Finding 99-2 - Corrective Action Plan - Current Year Findings

Contact Person:

Andy Halbrook, President, Ruston-Lincoln Chamber of Commerce
Operating Agent, Ruston-Lincoln Convention & Visitors Bureau
(318) 255-2031

Contact Action Planned:

Filing procedures will be reviewed and auditor's recommendations will be considered.

Anticipated Completion Date:

Immediate

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN (Continued)
FOR THE YEAR ENDED DECEMBER 31, 1999

Finding 99-3 - Corrective Action Plan - Current Year Findings

Contact Person:

Andy Halbrook, President, Ruston-Lincoln Chamber of Commerce
Operating Agent, Ruston-Lincoln Convention & Visitors Bureau
(318) 255-2031

Contact Action Planned:

All deposit receipts and check stubs or copies of checks will be kept together in a separate file.

Anticipated Completion Date:

Immediate

LINCOLN PARISH CONVENTION AND VISITORS COMMISSION
RUSTON, LOUISIANA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 1999

Finding 98-1:

Condition:

Support documentation for deposits to other income could not be found.

Recommendation:

All deposit receipts and check stubs or copies of checks be kept together by month paid.

Current Status:

See Finding 99-3