

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 (5) 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 (2)] appeared on the list provided by management in agreed-upon procedure (5).

Budgeting

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

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

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 November 13, 1993 and December 14, 1994 for the years 1996 and 1995, respectively, which indicated that the budget had been adopted by the commissioners of West Feliciana Parish Tourist Commission. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

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%.

WEST CALICIANA 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 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 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 comparison of budgeted to actual expenditures in the General Fund revealed amounts in excess of budgeted expenditures. A requirement of Louisiana Revised Statute 39:1510 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, 1996, the carrying amount of the Commission's deposits was \$42,388, and the bank balance was \$49,880. Of the bank balance, the entire amount was covered by federal depository insurance.

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, direction 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. Resources 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.



1995		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 48,000	\$ 50,883	\$ 2,883
450	489	(41)
<u>1,050</u>	<u>2,150</u>	<u>1,100</u>
<u>48,900</u>	<u>55,442</u>	<u>6,542</u>
600	600	-
5,340	8,718	(3,378)
650	899	(249)
35,150	50,954	15,804
<u>11,450</u>	<u>7,968</u>	<u>3,482</u>
<u>51,400</u>	<u>48,678</u>	<u>2,722</u>
(3,900)	6,804	10,704
<u>18,200</u>	<u>18,200</u>	<u>-</u>
<u>\$ 14,200</u>	<u>\$ 25,012</u>	<u>\$ 10,704</u>

See accompanying notes and accountants' report.

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WEST FELICIANA PARISH TOURIST COMMISSION
FINANCIAL STATEMENTS
DECEMBER 31, 1996 and 1995

Under provisions of state law, this report is a public document. A copy of this report has been furnished to the elected, by residential, cities and other appropriate public officials. This report is available for public inspection at the Public Proceedings of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date... **APR 16 1997**



COMPILATION REPORT

WEST FELICIANA PARISH TOURIST COMMISSION
ST. FRANCISVILLE, LOUISIANA

FINANCIAL STATEMENTS
DECEMBER 31, 1956 and 1955



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Advances and Bonuses

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

We were not engaged to, and did not, perform any 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.

Parthasarathy & Mathur

March 21, 1997



WEST LEBLANCHE PARISH TOURIST COMMISSION
ST. FRANCISVILLE, LOUISIANA

BALANCE SHEET - CASH BASIS - GOVERNMENTAL FUND TYPE
DECEMBER 31, 1998 AND 1997

ASSETS

	<u>Governmental</u>	
	<u>Fund Type</u>	
	<u>General</u>	
	<u>Fund</u>	
	<u>1998</u>	<u>1997</u>
Cash (Note 2)	\$ 42,488	\$ 25,012
Total Assets	\$ 42,488	\$ 25,012

LIABILITIES AND FUND EQUITY

Fund Equity:		
Fund balance:		
Unreserved - undesignated	\$ 42,488	\$ 25,012
Total fund equity	42,488	25,012
Total Liabilities and Fund Equity	\$ 42,488	\$ 25,012

See accompanying notes and accountants' report.

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

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 from the director.

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).

West Feliciana Parish Tourist Commission is only required to post a notice of each meeting and the accompanying agenda on the door of the Commissioner's office.

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 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.

**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, 1996 AND 1995**

	1996	1995
REVENUES		
Hotel and motel tax	\$ 63,999	\$ 53,883
Interest	659	400
Other Revenue	714	2,358
Total Revenues	65,372	56,641
EXPENDITURES		
Current		
General Government:		
Building	100	100
Office expense	18,792	8,718
Professional	669	898
Promotion and advertising	25,809	31,874
Salaries and taxes	17,312	7,988
Total expenditures	60,472	56,678
Excess of revenues over (under) expenditures	17,476	6,804
Fund balance at beginning of year	25,002	18,208
Fund balance at end of year	\$ 42,488	\$ 25,002

See accompanying notes and accountants' report.





Postlethwaite & Netterville

A Professional Accounting Corporation
CERTIFIED PUBLIC ACCOUNTANTS

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West Feliciana Parish Tourist Commission St. Francisville, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which was agreed to by the West Feliciana Parish Tourist Commission and the Legislative Auditors, 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 periods ended December 31, 1996 and 1995 included in the accompanying Louisiana *Annuaire de Comptes*. 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 \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

Two expenditures were made during the year for material and supplies exceeding \$5,000 and no expenditures were made for public works exceeding \$50,000. We noted these expenditures were associated with a Co-OP Advertising Campaign with the state of Louisiana, and the state was responsible for properly advertising these expenditures in accordance with the provisions of LSA-RS 38:2211-2251.

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.

WEST DELICIANA PARISH TOURIST 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, 1996 AND 1995

	1996		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Hotel and motel tax	\$ 58,800	\$ 63,598	\$ 13,598
Interest	600	658	258
Other Revenue	300	714	414
Total Revenues	59,700	64,954	14,254
 EXPENDITURES			
General:			
Bonding	100	800	-
Office expense	9,612	18,292	(8,680)
Professional	800	865	255
Promotion and advertising	41,858	39,899	16,841
Salaries and taxes	12,278	11,212	1,066
Total Expenditures	64,888	47,478	18,602
Excess of revenues over (under) expenditures	(13,388)	17,476	30,864
Fund balance at beginning of year	24,682	25,682	-
Fund balance at end of year	\$ 11,312	\$ 43,158	\$ 30,858

See accompanying notes and accountants' report.

