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WEBSTER PARISH CONVENTION AND
VISITORS COMMISSION
ANNUAL FINANCIAL REPORT
DECEMBER 31, 1997

Under provisions of state law, this report is a public document. A copy of this report has been submitted to the auditor, or authorized 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.
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WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Annual Financial Report
December 31, 1997

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JAMESON, WISE & MARTIN

A PROFESSIONAL ACCOUNTING CORPORATION

301 BARR STREET - P. O. BOX 182
MONROE, LOUISIANA 70001-0182
(504) 281-1100
FAX (504) 381-0182

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SUPPORTING THE COMMUNITY

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STATUS AS
AN ASSOCIATED MEMBER OF
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SINCE 1987
UNDER THE AICPA'S
GRANT OF STATUS PROGRAM

ACCOUNTANTS' COMPILATION REPORT

To the Board of Commissioners
Webster Parish Convention and Visitors Commission

We have compiled the financial statements of the Webster Parish Convention and Visitors Commission, a component unit of the Webster Parish Police Jury, as of and for the year ended December 31, 1997, 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 and schedules, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and schedules and, accordingly, we do not express an opinion or any other form of assurance on them.

Jameson, Wise & Martin

Monroe, Louisiana
June 18, 1998

JAMESON, WISE & MARTIN

A FISCAL SERVICES, ACCOUNTING CORPORATION

801 BARRISTER BUILDING P. O. BOX 997
MONROE, LOUISIANA 70009-0997
(504) 835-3711
FAC: (504) 837-0777

MEMBER OF THE
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STATE OF LOUISIANA

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INDEPENDENT ACCOUNTANTS' REPORT RELATING AGREED-UPON PROCEDURES

To the Board of Commissioners
Webster Parish Convention and Visitors Commission

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Webster Parish Convention and Visitors Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Webster Parish Convention and Visitors Commission's compliance with certain laws and regulations for the year ended December 31, 1997 included in the accompanying Louisiana Attestation Quarterly. 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 materials and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2232 (the public bid law).

For the year ended December 31, 1997, no expenditures were made for materials, supplies, or public works that were in violation of the public bid law.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each commissioner as defined by LSA-RS 43:1101-1104 (the code of ethics), and a list of outside business interests of all commissioners and employees, as well as their immediate families.

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

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

There were no employees paid during the periods under examination.

4. Determine whether any of these 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.

This agreed-upon procedure is not applicable since there were no employees paid during the periods under examination.

Budgeting

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

Management provided us with a copy of the original 1997 budget. There were no amendments made to the 1997 budget.

6. Traced the budget adoption to the minute book.

We traced the adoption of the original budget for the year ended December 31, 1997 of the minutes of meetings held on December 18, 1996, which indicated that the budget had been adopted by the commissioners of Webster Parish Convention and Visitors Commission.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceeded 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 1997 exceeded the budgeted amounts, and there were individual line items that exceeded 5%.

	<u>1997</u>
Revenues:	
Taxes - Occupancy	5.34%
Expenses:	
Special Events	99.99%
Professional Fees	99.99%

Accounting and Reporting

8. Randomly select six disbursements made during the periods 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 the proper amount and made to the correct payee.

- (b) Determine if payments were properly coded to the correct fund and general ledger account.

Of the six selected disbursements, 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 approvals from the Board of Commissioners.

Agendas

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).

In reviewing the minutes, we found evidence of that the Webster Parish Convention and Visitors Commission complied with the open meetings law. There were agendas for each meeting during the year ended December 31, 1997 in the minute book.

Bank

10. Examine bank deposits for the periods 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 periods under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Reimburse

11. Examine payroll records and minutes for the periods under examination 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 the periods under examination indicated no approval for the payments noted.

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 the Webster 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.

Sammy White, CPA

Auditor, Louisiana
June 18, 1998

APPENDIX F. LOUISIANA ATTESTATION QUESTIONNAIRE

Nov 15, 1998

Date

Jameson, Wino & Martin, AIC
Wino, Wino & Wino
PO Box 880
Shirley, LA 71276-0880 (Auditors)

In connection with your compilation of our financial statements as of December 31, 1997 and for the period 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 regulations 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 December 31, 1997 (date).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 26:2121, 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 42:1301-1124.

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 42:1113.

Yes No **Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 28:1301-14) or the budget requirements of LSA-RS 28:43.

Yes No **Accounting and Reporting**

Accounting and Reporting

All non-recurring governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:3, 44:3, 44:31, and 44:38.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 24:304, 33:453, and/or 38:82, as applicable.

Yes No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:313.

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 of bill to state 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 VI, Section 8 of the 1874 Louisiana Constitution, Article VI, Section 23 of the 1874 Louisiana Constitution, and LSA-RS 47:1415-80.

Yes No **Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VI, Section 14 of the 1874 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-728.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any connections 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
<i>John P. Deluca</i>	Treasurer	<i>James B. 1998</i>	Date
<i>Alan Norman</i>	President	<i>June 25, 1998</i>	Date
Alan Norman			

Non-Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

GENERAL PURPOSE FINANCIAL STATEMENTS

WILBSTER PARISH CONVENTION AND VISITORS COMMISSION
Balance Sheet - All Fund Types and Account Groups
December 31, 1997

	<u>General Fund</u>
<i>Assets:</i>	
Cash	\$ <u>12,732</u>
Total assets	\$ <u>12,732</u>
<i>Liabilities and Fund Balance:</i>	
Fund balance	
Unreserved	\$ <u>12,732</u>
Total liabilities and fund balance	\$ <u>12,732</u>

The accompanying notes constitute an integral part of these financial statements.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (GAAP Basis) and Actual - General Fund
For the Year Ended December 31, 1997

	General Fund		Variance Favorable (Unfavorable)
	Budget	Actual	
Revenues:			
Taxes - Occupancy	\$ 35,000	33,130	(1,870)
Intergovernmental revenue	35,000	37,687	2,687
Special events	-	6,275	6,275
Interest	-	161	161
Miscellaneous revenue	400	908	508
Total revenues	<u>70,400</u>	<u>78,161</u>	<u>7,761</u>
Expenditures:			
Operating management fees	48,900	48,900	-
Tax collection fees	600	550	50
Travel and seminars	4,800	3,652	1,148
Advertising and printing	15,000	18,936	4,064
Dues and subscriptions	300	304	206
Professional fees	-	3,552	(3,552)
Special events	-	4,483	(4,483)
Miscellaneous	600	314	286
Total expenditures	<u>79,600</u>	<u>79,663</u>	<u>(163)</u>
Excess (deficit) of revenues over expenditures	-	3,500	3,500
Fund balance at beginning of year	<u>5,352</u>	<u>5,352</u>	<u>-</u>
Fund balance at end of year	<u>\$ 5,352</u>	<u>12,322</u>	<u>7,000</u>

The accompanying notes constitute an integral part of these financial statements.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION

Notes to Financial Statements

December 31, 1997

I. Summary of significant accounting policies

The Webster Parish Convention and Visitors Commission was created by Ordinance No. 139 of Webster Parish Police Jury in May, 1991. The purposes of the Commission are: (1) to represent 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 the Parish of Webster and (2) to present necessary facilities, equipment, and services to visitors and convention officials.

The governing authority of the Commission is a board of Directors composed of seven members who shall serve without compensation. The directors are appointed by the Webster Parish Police Jury from nominations made by various governmental entities and other organizations within the Parish. The Directors are appointed to serve a term of three years.

The accounting and reporting practices of the Webster Parish Convention and Visitors Commission conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting procedures also conform to the industry audit guide, Audit of State and Local Governmental Units, published by the American Institute of Certified Public Accountants, and to the applicable Louisiana Revised Statutes.

The following is a summary of certain significant accounting policies:

- A. Basis of Presentation - The accompanying component unit financial statements of the Webster Parish Convention and Visitors Commission have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.
- B. Reporting entity - As the governing authority of the parish, for reporting purposes, the Webster Parish Police Jury is the financial reporting entity for Webster Parish. The financial reporting entity consists of (a) the primary government (Webster Parish Police Jury), (b) organizations for which the primary government are financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Webster Parish Police Jury

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Notes to Financial Statements
December 31, 1997

for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability.

The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organization for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints all members of the Commission's Board of Commissioners and *vice versa*, because the Commission provides service to the residents of Webster Parish, the Commission was determined to be a component unit of the Webster Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise that financial reporting entity.

- C. *Fund Accounting* - The accounts of the Webster Parish Convention and Visitors Commission 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 comprises its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The fund presented in the financial statement is described as follows:

General Fund - The General Fund is the general operating fund of the Commission. It is used to account for all financial resources except those required to be accounted for in another fund.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Notes to Financial Statements
December 31, 1997

- D. *Fixed assets and long-term liability* - Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund when purchased. All fixed assets are stated at historical cost.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental fund.

At December 31, 1997, there were no fixed assets or long-term liabilities.

- E. *Basis of accounting* - Basis of accounting refers to when revenues and expenditures or expenses 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 modified accrual basis of accounting is used by the Webster Parish Convention and Visitors Commission. Under the modified accrual basis of accounting revenues are recognized when they become measurable and available as net current assets and expenditures are recognized when the liability occurs.

- F. *Budget and budgetary accounting* - The commission follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) An annual budget of receipts and expenditures is prepared and adopted by the Board of Commissioners.
- 2) Each annual budget of the Commission for the next fiscal year is filed with the Webster Parish Police Jury by September fifteenth of the current fiscal year.
- 3) The budget for the general fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
- 4) Appropriations lapse at the end of each fiscal year.

- G. *Cash and cash equivalents* - For reporting purposes, cash and cash equivalents include cash and demand deposits. At December 31, 1997, the Commission has cash and cash equivalents with a book balance of \$12,722 and a bank balance of \$12,722.

According to Statement No.3 of the Governmental Accounting Standards board, the amount of the total book balance must be classified in three categories of risk defined as follows:

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Notes to Financial Statements
December 31, 1997

- Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- Category 3 - Uncollateralized. (This includes any bank balance that is collateralized with securities held by the pledging financial institution, or by its trust department or agent, but not in the entity's name.)

In accordance with GASB No. 3, the Commission's bank balance of \$12,722 is classified as Category 1.

2. Hotel/Motel Occupancy Taxes

Funds for the Commission are derived from a two-percent (2%) occupancy tax levied on hotel and motel rooms and over-night camp facilities located within the Parish of Webster with the exception of the Methodist Conference Center.

3. Operating Agent

The Minden-South Webster Chamber of Commerce serves as operating agent for the Commission. The Chamber of Commerce is reimbursed for the Commission's share of expenses by a monthly operating management fee. This fee is set by the Commission.

4. Board of Directors

The following serve on the Board of Commissioners without compensation:

Melba Hottel	Chairman
Joy Korman	Vice-Chairman
Ann Demmling	Commissioner
Ruth Odum	Commissioner
Fannie Moore	Commissioner
Gail Kinnon	Commissioner
Frank Griffith	Commissioner

WEIßTER PARISH CONVENTION AND VISITORS COMMISSION
Minors, Louisiana

Summary of Prior Year Findings
As of and for the year ended December 31, 1997

In the compilation report issued for the year ended December 31, 1996, there were no findings noted that needed to be reported.

WEBSTER PARISH CONVENTION AND VISITORS COMMISSION
Minden, Louisiana

Corrective Action Plan

As of and For the year ended December 31, 1997

The following details management's response to the finding noted as a result of performing agreed upon procedures on management's representations contained in the Louisiana Attention Questionnaire:

FINDING: Budgeting

Actual revenues and expenditures exceeded budgeted amounts by more than 5%.

Management's response:

Management intends to monitor revenues and expenditures more closely in order to make necessary amendments to the budget for unfavorable variances noted, as required by LSA-RS 38:1310.

Signature: 

Date: June 26, 1998