

6260

MOREHOUSE PARISH TOURISM COMMISSION

**FINANCIAL REPORT
(Compiled)**

DECEMBER 31, 2003

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 9.1.04

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HILL, INZINA & COMPANY

ACCOUNTANT'S COMPILATION REPORT

Board of Directors
Morehouse Parish Tourism Commission
Bastrop, Louisiana

We have compiled the accompanying basic financial statements of Morehouse Parish Tourism Commission (the "Commission") (a component unit of Morehouse Parish) as of and for the year ended December 31, 2003, in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of the Commission. We have not audited or reviewed the accompanying basic financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management did not present the budgetary comparison information as required by accounting principles generally accepted in the United States of America and by Statement No. 34 issued by the Governmental Accounting Standards Board. The Board of Directors did not legally adopt a budget for the year ended December 31, 2003.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America and management's discussion and analysis required by Statement No. 34 issued by the Governmental Accounting Standards Board. If the omitted disclosures and management's discussion and analysis were included in the financial statements, they might influence the user's conclusions about the Commission's assets, liabilities, net assets, revenues, and expenses/expenditures. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Morehouse Parish Tourism Commission

Hill, Inzina & Co.
April 30, 2004

BASIC FINANCIAL STATEMENTS

MOREHOUSE PARISH TOURISM COMMISSION
STATEMENT OF NET ASSETS - GOVERNMENTAL ACTIVITIES - GENERAL
December 31, 2003

ASSETS	
Cash and cash equivalents	<u>\$ 12,456</u>
LIABILITIES	
Accounts payable	\$ 4,341
NET ASSETS	
Unrestricted and undesignated	<u>8,115</u>
Total liabilities and net assets	<u>\$ 12,456</u>

See accountant's compilation report.

MOREHOUSE PARISH TOURISM COMMISSION

STATEMENT OF ACTIVITIES - GOVERNMENTAL ACTIVITIES - GENERAL
For the Year Ended December 31, 2003

Expenses:	
Culture and recreation:	
Advertising and promotion	\$ 86,019
Dues and subscriptions	1,265
Legal and accounting	2,950
Office	1,613
Operating agreement	20,443
Travel and meetings	1,277
Total expenses	<u>\$ 113,567</u>
General revenues:	
Occupancy taxes	\$ 40,886
State appropriations	9,987
Interest and miscellaneous	2,916
Total general revenues	<u>\$ 53,789</u>
Change in net assets	\$ (59,778)
Net assets - beginning	<u>67,893</u>
Net assets - ending	<u>\$ 8,115</u>

See accountant's compilation report.

MOREHOUSE PARISH TOURISM COMMISSION
BALANCE SHEET - GOVERNMENTAL FUND - GENERAL
December 31, 2003

ASSETS

Cash and cash equivalents	<u>\$ 12,456</u>
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LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$ 4,341
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Fund balance - unrestricted and undesignated	<u>8,115</u>
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Total liabilities and fund balance	<u>\$ 12,456</u>
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See accountant's compilation report.

MOREHOUSE PARISH TOURISM COMMISSION

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND - GENERAL
For the Year Ended December 31, 2003

Revenues:		
Occupancy taxes	\$	40,886
State appropriations		9,987
Interest and miscellaneous		<u>2,916</u>
Total revenues	\$	<u>53,789</u>
Expenditures:		
Culture and recreation:		
Advertising and promotion	\$	86,019
Dues and subscriptions		1,265
Legal and accounting		2,950
Office		1,613
Operating agreement		20,443
Travel and meetings		<u>1,277</u>
Total expenditures	\$	<u>113,567</u>
Net change in fund balance	\$	(59,778)
Fund balance - beginning		<u>67,893</u>
Fund balance - ending	\$	<u>8,115</u>

MOREHOUSE PARISH TOURISM COMMISSION
RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEET
TO GOVERNMENT-WIDE STATEMENT OF NET ASSETS
December 31, 2003

Total fund balance - governmental fund balance sheet	<u>\$ 8,115</u>
Total net assets - government-wide statement of net assets	<u>\$ 8,115</u>

See accountant's compilation report.

MOREHOUSE PARISH TOURISM COMMISSION

RECONCILIATION OF GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE TO
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

December 31, 2003

Net change in fund balance - governmental fund \$ (59,778)

Change in net assets - government-wide statement of activities \$ (59,778)

See accountant's compilation report.

MOREHOUSE PARISH TOURISM COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS WITH
MANAGEMENT'S PLANNED CORRECTIVE ACTION
For the Year Ended December 31, 2003

We have compiled the basic financial statements of Morehouse Parish Tourism Commission (the "Commission") (a component unit of Morehouse Parish) as of and for the year ended December 31, 2003, and have issued our report thereon dated April 30, 2004. We conducted our compilation in accordance with *Statements on Standards for Accounting and Review Services*, issued by the American Institute of Certified Public Accountants.

Section I - Agreed-Upon Procedures

2003-1 Noncompliance with Local Government Budget Act (initially cited in compilation/attestation report for year ended December 31, 2001)

Finding: A budget for the General Fund was not legally adopted by the Commission for the year ended December 31, 2003.

Management's
corrective
action plan:

For each subsequent fiscal year, the chief executive officer, or equivalent, will prepare a proposed budget for the General Fund that includes a budget message and a budget adoption instrument that specifies the chief executive's authority to make budgetary amendments without approval of the governing authority.

Contact person: Commission's president and director.

Anticipated
completion
date:

Management will timely prepare and formally adopt a budget for the General Fund for the year ended December 31, 2004.

Section II - Management Letter

None issued.

MORHOUSE PARISH TOURISM COMMISSION
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the year Ended December 31, 2003

Section I - Agreed -Upon Procedures

2002-1 **Noncompliance with Local Government Budget Act**

The chief executive officer, or equivalent, will prepare a proposed budget for the General Fund that includes a budget message and a budget adoption instrument that specifies the chief executive's authority to make budgetary amendments without approval of the governing authority.

Unresolved - 2003-1.

Section II - Management Letter

None issued.

M. Carleen Dumas
CERTIFIED PUBLIC ACCOUNTANT

369 DONALDSON ROAD • CALHOUN, LOUISIANA 71225 • TELEPHONE 318/644-5726

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

**BOARD OF COMMISSIONERS
MOREHOUSE PARISH TOURISM COMMISSION
Bastrop, Louisiana**

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed upon by the management of the Morehouse Parish Tourism Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Morehouse Parish Tourism Commission's compliance with certain laws and regulations during the year ended December 31, 2003 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 the procedures is solely the responsibility of the specified users of the report. Consequently, I 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 \$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 no disbursements for materials and supplies or public works exceeding \$15,000 made during the year.

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 me with the required list including the noted information.

**BOARD OF COMMISSIONERS
MOREHOUSE PARISH TOURISM COMMISSION
Independent Accountant's Report on
Applying Agreed-Upon Procedures
December 31, 2003**

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

The commission had no employees during the year ended December 31, 2003.

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

See the results under procedure (3) above.

Budgeting

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

The commission did not adopt a budget for the year ended December 31, 2003.

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

See the results under procedure (5) above.

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 exceed budgeted amounts by 5 % or more.

See the results under procedure (5) above.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to correct amount and payee;
- (b) determine if payments were properly coded to the correct fund and general ledger account;
- (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

- (a) I examined supporting documentation for all of the six selected disbursements and found that the payment was for the proper amount and made to the correct payee.

**BOARD OF COMMISSIONERS
MOREHOUSE PARISH TOURISM COMMISSION
Independent Accountant's Report on
Applying Agreed-Upon Procedures
December 31, 2003**

- (b) All six disbursements were properly coded to the correct fund and general ledger account.
- (c) All six disbursements received approval from proper authorities.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1-12 (the opening meetings law).

An agenda for board meetings is posted on the door of the commission's office in a timely manner.

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.

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

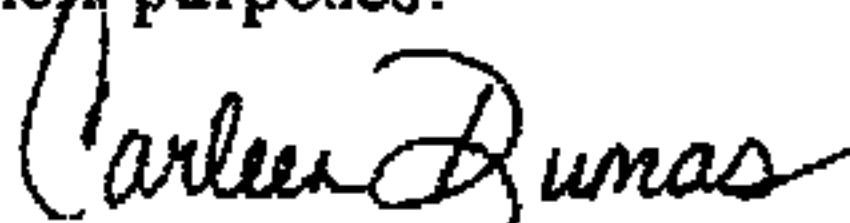
Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

The commission had no employees during the year ended December 31, 2003.

I was 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, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of the Morehouse Parish Tourism Commission and the Legislative Auditor, State of Louisiana, and is not intended to be 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.


Carleen Dumas
Calhoun, Louisiana
May 5, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE

12/19/03 (Date Transmitted)

Auditor

In connection with the compilation of our financial statements as of December 31, 2003, 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 12/19/03 (date of 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.

J. J. McArthur President 12/29/03 Date
Luciana Hall Interim Executive Director 12/19/03 Date