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**FINANCIAL STATEMENTS  
AND  
ACCOUNTANT'S COMPILATION REPORT**

**JEFFERSON CONVENTION AND VISITORS BUREAU, INC.**

**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



**HANFORD M. HARRISON, L.L.C.**  
*Certified Public Accountants*  
**GRETNA, LOUISIANA**

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**HANFORD M. HARRISON, L.L.C.**

*Certified Public Accountants*

Hanford M. Harrison, C.P.A.  
Vincent R. Protti, Jr., C.P.A.

Marshall R. Harrison

Member  
American Institute  
Certified Public Accountants  
The Society of Louisiana CPAs  
Government Finance Office Assn.

To The Board of Directors  
JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

We have compiled the accompanying statement of financial position, of JEFFERSON CONVENTION AND VISITORS BUREAU, INC. (a non-profit organization) as of December 31, 2003, and the related statements of activities and cash flows for the year then ended, 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. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*Hanford M. Harrison L.L.C.*

Gretna, Louisiana  
May 14, 2004

(504) 368-2501  
Fax: (504) 362-0589  
1027 Whitney Avenue • Gretna, LA 70056

JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

STATEMENT OF FINANCIAL POSITION  
(See Accountant's Compilation Report)

December 31, 2003

ASSETS

CURRENT ASSETS

|                              |              |  |
|------------------------------|--------------|--|
| Cash (Note B)                | \$ 87,229    |  |
| Accounts Receivable (Note B) | <u>3,576</u> |  |

|                      |  |           |
|----------------------|--|-----------|
| Total Current Assets |  | \$ 90,805 |
|----------------------|--|-----------|

MACHINERY AND EQUIPMENT

|   |                |              |
|---|----------------|--------------|
| Computers                               | \$ 6,468       |              |
| Less: Accumulated Depreciation (Note B) | <u>(4,667)</u> | <u>1,801</u> |

\$ 92,606

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

|                           |               |  |
|---------------------------|---------------|--|
| Accounts Payable          | \$ 14,060     |  |
| Payroll Liabilities       | 2,701         |  |
| Deferred Revenue (Note B) | <u>13,250</u> |  |

|                           |  |           |
|---------------------------|--|-----------|
| Total Current Liabilities |  | \$ 30,011 |
|---------------------------|--|-----------|

NET ASSETS

|                         |                  |  |
|-------------------------|------------------|--|
| Unrestricted Net Assets | \$ <u>62,595</u> |  |
|-------------------------|------------------|--|

|                  |  |                  |
|------------------|--|------------------|
| Total Net Assets |  | \$ <u>62,595</u> |
|------------------|--|------------------|

\$ 92,606

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF ACTIVITIES  
(See Accountant's Compilation Report)

For the year ended December 31, 2003

REVENUE

|                           |    |              |            |
|---------------------------|----|--------------|------------|
| Jefferson Parish (Note C) | \$ | 150,000      |            |
| Membership Participation  |    | 20,675       |            |
| Annual Gala               |    | 15,549       |            |
| Other Income              |    | <u>6,709</u> | \$ 192,933 |

OPERATING EXPENSES

|                           |  |              |  |
|---------------------------|--|--------------|--|
| Advertising (Note B)      |  | 25,833       |  |
| Annual Gala               |  | 2,523        |  |
| Automobile                |  | 1,460        |  |
| Depreciation (Note B)     |  | 1,200        |  |
| Dues & Subscriptions      |  | 3,470        |  |
| Education                 |  | 35           |  |
| Health Insurance          |  | 4,051        |  |
| Insurance                 |  | 1,643        |  |
| Internet Services         |  | 4,059        |  |
| Meetings                  |  | 1,327        |  |
| Miscellaneous Expenses    |  | 730          |  |
| Miscellaneous Office      |  | 489          |  |
| Office Equipment-Services |  | 721          |  |
| Office Equipment-Rental   |  | 1,949        |  |
| Office Supplies           |  | 2,193        |  |
| Payroll Tax               |  | 6,557        |  |
| Phone/Pages               |  | 3,442        |  |
| Postage                   |  | 3,364        |  |
| Printing and Reproduction |  | 1,611        |  |
| Professional/Technical    |  | 35,217       |  |
| Salaries                  |  | 64,630       |  |
| Traveling & Entertainment |  | <u>2,083</u> |  |

168,587

Change in unrestricted net assets 24,346

UNRESTRICTED NET ASSETS, JANUARY 1, 2003 38,249

UNRESTRICTED NET ASSETS, DECEMBER 31, 2003 \$ 62,595

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF CASH FLOWS  
(See Accountant's Compilation Report)

For the Year Ended December 31, 2003

CASH FLOWS FROM OPERATING ACTIVITIES:

|  |               |                  |
|--|---------------|------------------|
| Net Income   |               | \$ 24,346        |
| Adjustments to Reconcile Net Loss to Net<br>Cash Provided by Operating Activities: |               |                  |
| Depreciation   | 1,200         |                  |
| Change in Current Assets and Liabilities:  |               |                  |
| Increase in Accounts Receivable  | ( 1,836)      |                  |
| Increase in Accrued Payroll  | 937           |                  |
| Increase in Accounts Payable   | <u>23,585</u> | <u>23,886</u>    |
| NET CASH PROVIDED BY OPERATING ACTIVITIES  |               | \$ <u>48,232</u> |
| NET INCREASE IN CASH AND CASH EQUIVALENTS  |               | 48,232           |
| CASH AND CASH EQUIVALENTS, JANUARY 1, 2003   |               | <u>38,997</u>    |
| CASH AND CASH EQUIVALENTS, DECEMBER 31, 2003                                       |               | \$ <u>87,229</u> |

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:

Cash Paid During the Year For:

|              |     |
|--------------|-----|
| Interest     | \$0 |
| Income Taxes | \$0 |

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION AND VISITOR'S BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2003

NOTE A - NATURE OF OPERATIONS

JEFFERSON CONVENTION AND VISITOR'S BUREAU, INC. is a Non-Profit Corporation organized in June of 2000 to actively support the growth of Jefferson Parish Tourism through promotion and marketing of its natural and developed resources for the economic benefit of the community and the enjoyment of residents and visitors.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the financial statements follows to enhance the usefulness of the financial statements to the reader.

1. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis which is in accordance with generally accepted accounting principles.

2. Cash and Cash Equivalents

For purposes of the statement of cash flows, the Corporation considers any highly liquid debt instruments purchased with a maturity of six months or less to be cash equivalents. The statement of cash flows is presented using the indirect method as permitted by APB 95.

3. Accounts Receivable

Accounts Receivable consist of overpayments of state withholding taxes covering 2002 and 2003. Refunds from the state are expected to be received during 2004.

4. Machinery and Equipment

Machinery and equipment is stated at cost. Depreciation of machinery and equipment is provided using accelerated methods as allowed for income tax purposes which is not materially different from their estimated useful lives.

|                                | <u>Years</u> |
|--------------------------------|--------------|
| Tools, equipment and furniture | 3 - 7        |

Depreciation expense for the year ended December 31, 2003 is \$1,200.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2003

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

5. Income Taxes

Income taxes are not paid by the Corporation. The Corporation qualifies as an exempt organization under section 501(c)(6) of the Internal Revenue Code of 1954.

6. Deferred Revenue

Deferred Revenue consist of membership participation dues and fees collected and deemed receivable during 2003 for the subsequent year. Deferred Revenue at December 31, 2003 is \$13,250.

7. Advertising

The Corporation expenses advertising costs as they are incurred. At December 31, 2003, advertising expense was \$25,833.

NOTE C - REVENUE - JEFFERSON PARISH:

The Corporation entered into a COOPERATIVE ENDEAVOR AGREEMENT with Jefferson Parish on September 8, 2000. During the 2003 calender year, the Parish provided the Corporation with \$100,000 and should the distribution of Louisiana Stadium and Exposition District (LSED) surplus funds for Jefferson Parish tourism exceed \$100,000 for the LSED fiscal year ending June 30, 2003, the Parish agrees to provide to the Corporation the full surplus distribution. In addition, the Parish provided the Corporation with \$50,000 to cover the expenses incurred for a consultant's marketing study. The Corporation received \$150,000 from Jefferson Parish during the calendar year 2003.

NOTE D - COMMITMENTS:

In November 2003, the Corporation entered into a consulting contract with an outside party to develop and recommend marketing strategies for Jefferson Parish based on an evaluation of the tourism infrastructure of the area. The total cost of this contract is \$48,300 plus any out-of-pocket expenses. Payments are made on monthly progress bills. At December 31, 2003, total expenses for this contract were \$29,760.



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ATTESTATION REPORT

JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

BOARD OF DIRECTORS

December 31, 2003



**HANFORD M. HARRISON, L.L.C.**

*Certified Public Accountants*

GRETNA, LOUISIANA



**HANFORD M. HARRISON, L.L.C.**  
*Certified Public Accountants*

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**INDEPENDENT ACCOUNTANT'S REPORT  
 ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors  
 JEFFERSON CONVENTION AND VISITORS BUREAU, INC.  
 Parish of Jefferson, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Jefferson Convention and Visitors Bureau, the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about the Jefferson Convention and Visitors Bureau'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 and applicable standards of *Government Auditing Standards*. 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.

***Federal, State, and Local Awards***

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

There were no Federal, state, or local grants during this period. The following are awards received by the Jefferson Convention and Visitors Bureau from local grantor/agencies.

| Awards           | Year | Type           | Amount    |
|------------------|------|----------------|-----------|
| Jefferson Parish | 2003 | Annual Funding | \$150,000 |

2. For each Federal, state, and local award, we randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.
3. For the items selected in procedure 2, we traced the six disbursements to supporting documentation as to proper amount and payee.

For the award from Jefferson Parish, inspection of documentation supporting each of the six selected disbursements indicated that all six disbursements were supported by accurate documentation and included proper amount and payee.

4. For the items selected in procedure 2, we determined if the six disbursements were properly coded to the correct fund and general ledger account;

For the award from Jefferson Parish, inspection of documentation supporting each of the six selected disbursements indicated that all six invoices had the proper coding.

5. For the items selected in procedure 2, we determined whether the six disbursements received approval from proper authorities.

For the award from Jefferson Parish, inspection of documentation supporting each of the six selected disbursements indicated that all six invoices had the proper approval from the Director.

6. For the items selected in procedure 2: For federal awards, we determined there were no Federal awards during the period tested, no compliance testing was necessary. For state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. The disbursements complied with the allowability requirements of the program.

Eligibility:

We reviewed the previously listed disbursements for eligibility requirements. The disbursements complied with the eligibility requirements of the program.

**Reporting:**

We reviewed the previously listed disbursements for reporting requirements. The disbursements complied with the reporting requirements of the program.

7. For the program selected for testing in item (2) there were no Federal awards issued and the awards issued by the local government did not require a close-out report.

***Meetings***

8. Jefferson Convention and Visitors Bureau maintains the open meeting law is not applicable to their type of entity.

***Comprehensive Budget***

9. There were no grants that exceeding five thousand dollars.

***Prior Comments and Recommendations***

10. The prior year findings are addressed below. We concur with the action taken.

**Finding 2002-1**

A duplicate payment of 2001 State Withholding Taxes to the Louisiana Department of Revenue was made.

**Recommendation:**

Management was advised to request reimbursement from the Louisiana Department of Revenue for the 2001 overpayment.

**Response:**

Management requested a reimbursement from the Louisiana Department of Revenue.

**Finding 2002-2**

A disbursement for a payroll tax deposit was an overpayment and mis-coded in the General Ledger.

**Recommendation:**

Management was advised to record the disbursement as an accounts receivable pending reimbursement from the Louisiana Department of Revenue. Management was further advised to record payments of State Withholding to the payroll liability account in which the withholdings were initially recorded.

**Response:**

All State Withholding payments are coded to liability account in which the withholdings were initially recorded. The amount received from the Louisiana Department of Revenue will be coded to accounts receivable when received.

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 Jefferson Convention and Visitors Bureau and the Legislative Auditor, State of Louisiana, and the applicable state grantor agency/agencies 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Hanford M. Harrison LLC.*

May 14, 2004

Hanford M. Harrison, LLC