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**RIVER PARISH TOURIST COMMISSION
FOR THE YEAR ENDED 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 9-29-04

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ACCOUNTANT'S COMPILATION REPORT

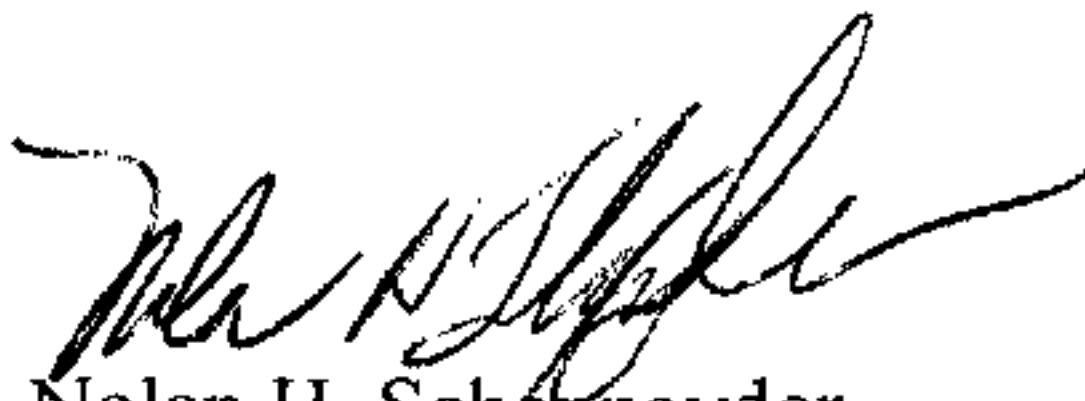
To the Board of River Parishes Tourist Commission:

I have compiled the accompanying Statement of Financial Position-Cash Basis of the River Parishes Tourist Commission and the related Statement of Activities-Cash Basis 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. The financial statements have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

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

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated June 30, 2004, on the results of our agreed-upon procedures.

June 30, 2004



Nolan H. Schexnayder
Certified Public Accountant
Personal Financial Specialist

RIVER PARISHES TOURIST COMMISSION
STATEMENT OF FINANCIAL POSITION - CASH BASIS
For the Year Ended December 31, 2003

ASSETS

CURRENT ASSETS	
Cash	\$195,850

TOTAL CURRENT ASSETS	195,850
PROPERTY & EQUIPMENT	
Furniture, Fixtures & Equipment	4,193
Accum. Depreciation FFE	(529)

Net Property Equipment	3,664
TOTAL ASSETS	\$199,514
	=====

LIABILITIES & NET ASSETS

NET ASSETS	
Unrestricted	\$199,514

TOTAL NET ASSETS	199,514
TOTAL LIABILITIES & NET ASSETS	\$199,514
	=====

See Accompanying Notes and Accountant's Compilation Report.

RIVER PARISHES TOURIST COMMISSION
STATEMENT OF ACTIVITIES - CASH BASIS
For the Year Ended December 31, 2003

UNRESTRICTED NET ASSETS

SUPPORT

State Appropriation	\$75,000
Hotel/Motel Tax	\$61,877

Total Support	136,877

EXPENSES

Program services	
Exhibition booth expense	10,258
Conference expense	2,995
Promotional Items	1,899
Printing & Reproduction	32,772
Travel	22,652
Legal Advertisment	17,162

Total Program services	87,738
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Supporting services

General administration	
Dues	5,791
Professional Fees	2,043
Postage	1,808
Computer	432
Depreciation	529
Leased Employee	47,615
Office Supplies	1,976
Meals	9,124
Unidentified Expenses	64
Service Charges	778
Telephone	4,074

Total Supporting services	74,234
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Total Expenses	----- 161,972
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RIVER PARISHES TOURIST COMMISSION
STATEMENT OF ACTIVITIES - CASH BASIS
For the Year Ended December 31, 2003

Excess Support over Expenses	(\$25,096)
Other Income	
Interest Income	1,998

INCREASE (DECREASE) IN NET ASSETS	(\$23,098)
NET ASSETS AT BEGINNING OF YEAR	222,612

NET ASSETS AT END OF YEAR	\$199,514
	=====

See Accompanying Notes and Accountant's Compilation Report.

RIVER PARISH TOURIST COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Nature of Activities

River Parishes Tourist Commission was created by legislative act by the State of Louisiana. (La. R.S. 33:4574.12) The Commission's primary purpose is to develop and promote the River Parishes as a tourist, visitors and convention destination.

Method of Accounting

The financial statements of the Organization have been prepared utilizing the cash basis of accounting.

NOTE 2 – CASH AND CASH EQUIVALENTS

At December 31, 2003, the Organization had cash and cash equivalents totaling \$195,850. All cash is unrestricted.

NOTE 3 – INCOME TAX STATUS

As a public entity the Organization is exempt from federal income tax.

NOTE 4 – CONTRIBUTED SERVICES AND FACILITIES

The Organization receives donated services from a Board of Commissioners of unpaid volunteers. The Commissioners do not receive a stipend or per diem in the course of their service to the Organization.

NOTE 5 – CONTRIBUTED EQUIPMENT AND MATERIAL

The Organization has not received a contribution of equipment or material during the year ended December 31, 2003.

NOTE 6 – CONCENTRATIONS OF CREDIT RISK

The Organization maintains its cash balance at a financial institution within the River Parishes of Louisiana. The balance is insured by the Federal Deposit Insurance Corporation up to \$100,000. At December 31, 2003 uninsured cash balance totaled \$95,850.

NOTE 7 – FUNCTIONAL CLASSIFICATION OF EXPENSES

The Organization allocates its expenses on a functional basis among its various activities. Expenses and support services that can be identified with a specific program are allocated directly according to their natural expenditure classification.

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

To the Board of River Parishes Tourist Commission

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of River Parishes Tourist Commission, the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about River Parishes Tourist 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 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.

Public Bid Law

1. Select all expenditures made during the year for material 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 expenditures made during the year for materials and supplies exceeding \$15,000 and no expenditures were made for public works exceeding \$100,000.

Code of Ethic for Public Officials and Public Employees

2. Obtain from management a list of the immediate family member 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.

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

There are no employees for the period under review.

4. Determine whether any of those 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.

There are no employees for the period under review. The procedure is not applicable.

Budgeting

5. Obtained 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 amendment to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on Feb 13, 2003 which indicated that the budget had been adopted by the commissioners of River Parish Tourist Commission by a vote of all in favor. No amendments were made to the budget during the year.

7. Compare the revenues and expenditure 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.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. The expenditures for the year did not exceed budgeted amounts by more than 5%. The actual revenue was 9% less than what it was budgeted for due to the hotel/motel tax.

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 payment were properly coded to the correct fund and general ledger account;

All six of the payments were properly coded to the general ledger account.

(c) determine whether payment received approval from proper authorities.

For the period of review, the six expenditures were approved by the whole board and evidence of this is noted in the minutes.

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 meeting law).

River Parishes Tourist Commission is only required to post a notice of each meeting place of the River Parishes Tourist Commission. Although management has asserted that such documents were properly available, we could find no evidence supporting such assertion other than an unmarked copy of the notice and agenda in the minute book.

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 reviewed the bank deposits for the period under examination, and noted no evidence of bank loans, bonds or indebtedness noted.

Advances & Bonuses

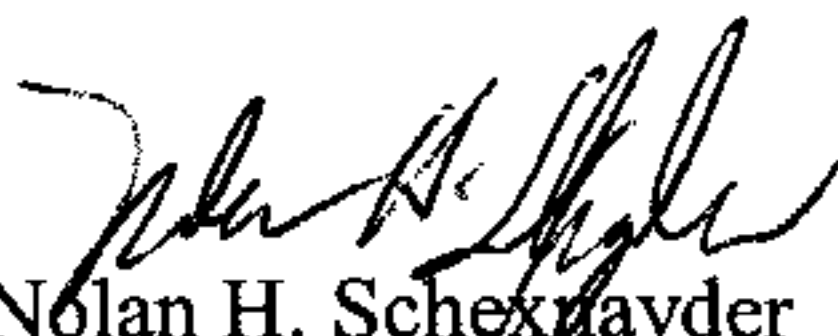
11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

No employees during the period under examination.

Our prior year report, dated September 3, 2003 did include comments and/or unresolved matters that were partially addressed.

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 River Parishes Tourist Commission, 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Nolan H. Schexnayder
Certified Public Accountant
Personal Financial Specialist
June 30, 2004

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

06/07/04 (Date Transmitted)

Schexnayder Financial Group
330 Belle Terre Blvd. Ste 201
LaPlace, LA 70068 (Auditors)

In connection with your compilation of our financial statements as of [date] and for the year 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 regulation 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 (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.

Secretary _____ Date _____

Treasurer _____ Date _____
Paul J. Aron

President 6/22/04 Date _____
CHAIRMAN

Note: If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.

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River Parish Tourist Commission
134 Goodwill Plantation Road
Vacherie, LA 70090

MANAGEMENT LETTER

To the Board of River Parishes Tourist Commission:

During the course of our engagement to compile the financial statements as of December 31, 2003 and to provide agreed-upon procedures relating to representations made by the board, we identified several areas which offer opportunities for improvement in the operation of the activities of the commission and would like to make the following recommendations to the board:

The comments made in last year's management letter were partially addressed and corrected. Comment # 1 and Comment # 3 were adequately addressed where as Comment # 2 and # 4 were not addressed.

There were several problems noted during the course of this year's work.

Comment #1

The credit card charges were not solely for the benefit River Parish Tourist Commission. Several of the credit card charges were personal items which were charged by the executive director. They were not approved or authorized by the board. The credit card should only be used for the benefit of River Parish Tourist Commission. The bills should be reviewed by the board or its designee that does not have use of the card.

Comment # 2

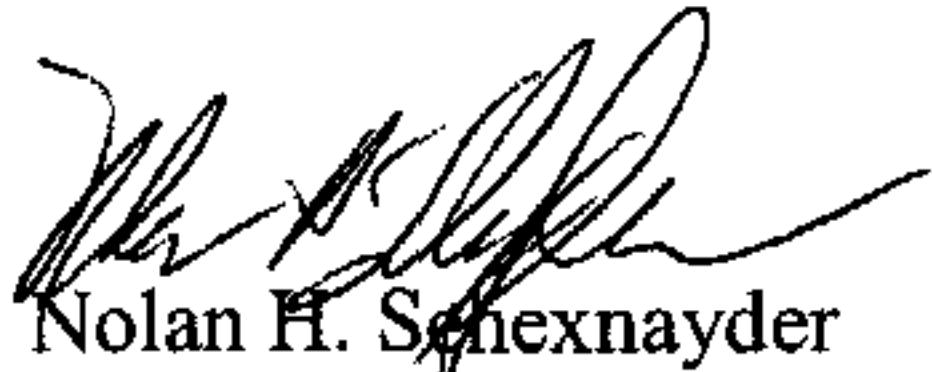
The expense reports completed by commission personnel were listed in last year's management letter and were not adequately addressed and did not tie back to the checks written. All expense reports should be tied in by check number so that the commission can be satisfied that all reimbursements are appropriate and accurate.

Comment # 3

There were significant delays in receiving the information to prepare the monthly accounting functions. The commission should have one person in charge of all the pertinent information and deliver it to the accounting firm timely.

I will be happy to discuss these recommendations with the board and provide any assistance requested by the commission in implementing these recommendations.

June 30, 2004



Nolan H. Schexnayder
Certified Public Accountant
Personal Financial Specialist

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**RIVER PARISHES TOURIST COMMISSION
134 GOODWILL PLANTATION ROAD
VACHERIE, LOUISIANA 70090
TELEPHONE: 225-265-7906**

July 1, 2004

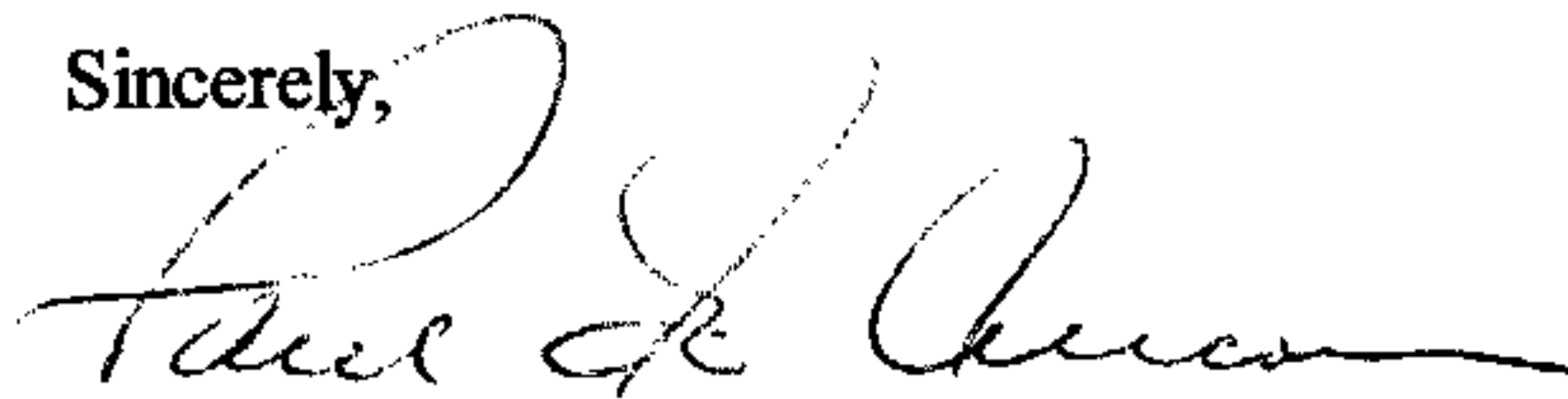
Mr. Grover C. Austin, CPA
Legislative Auditor's Office
State of Louisiana
Post Office Box 94397
Baton Rouge, Louisiana 70804

Dear Mr. Austin:

In response to the auditor's management letter, we plan to implement the following:

- 1). We will continue to monitor credit card usage to rule out personal use. We will continue to present the credit charges to the board for approval. As of February 2004, the executive director who used the credit card for personal use has resigned and we will make sure this does not happen in the future. I will recommend to the board that personal use of the credit card shall be cause for termination of the employee.
- 2). We will have the individual responsible for paying the bills tie them to the expense reports.
- 3). We will appoint one person to be responsible for gathering all the information needed by the accounting firm handling the accounting functions. The appointee will also deliver the information to the accounting firm in a timely manner.

Sincerely,



Paul G. Aucoin, Chairman
cc: Nolan Schexnader