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West Baton Rouge Tourist Commission
Port Allen, Louisiana
FINANCIAL STATEMENTS
For the year ended December 31, 1999

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 8-30-00

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CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT
(A PROFESSIONAL CORPORATION)

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Members of the
West Baton Rouge Tourist Commission
Port Allen, Louisiana

I have audited the general purpose financial statements of the West Baton Rouge Tourist Commission, a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 1999, as listed in the foregoing table of contents. These financial statements are the responsibility of the Commission's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.


In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the West Baton Rouge Tourist Commission as of December 31, 1999, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

My audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining statements listed as supplementary information in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the West Baton Rouge Parish Tourist Commission. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

The West Baton Rouge
Parish Tourist Commission

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for that year in which I expressed an unqualified opinion on the component unit financial statements of the West Baton Rouge Tourist Commission for the year ended December 31, 1998.

In accordance with Government Auditing Standards, I have also issued a report dated April 21, 2000 on my consideration of the West Baton Rouge Parish Tourist Commission's internal control over financial reporting, and on my tests of its compliance with certain provisions of laws, regulations, contracts and grants.


Certified Public Accountant
(A Professional Corporation)

April 21, 2000
Baton Rouge, Louisiana

West Baton Rouge Tourist Commission

Port Allen, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1999

ASSETS AND OTHER DEBITS

	<u>Governmental Funds</u>		<u>Account Groups</u>		<u>Totals</u>	
	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	<u>(Memorandum Only)</u>	
					<u>1999</u>	<u>1998</u>
<u>Assets and Other Debits</u>						
Cash - demand deposits	\$ 10,122	\$ 15,298	\$ -0-	\$ -0-	\$ 25,420	\$ 263,380
Cash - certificates of deposit	54,432	94,320	-0-	-0-	148,752	215,687
Investment - LAMP	34,928	468,366	-0-	-0-	503,294	-0-
Hotel - Motel tax receivable	14,726	-0-	-0-	-0-	14,726	18,330
Interfund receivables	1,111	3,250	-0-	-0-	4,361	-0-
Fixed assets, land and building (See Note 3)	-0-	-0-	820,477	-0-	820,477	812,268
Amount to be provided for retirement of general long-term debt	-0-	-0-	-0-	87,034	87,034	118,569
Total Assets and Other Debits	\$ 115,319	\$ 581,234	\$ 820,477	\$ 87,034	\$ 1,604,064	\$ 1,428,234

LIABILITIES, EQUITY, AND OTHER CREDITS

<u>Liabilities</u>						
Accounts payable	\$ 5,937	\$ -0-	\$ -0-	\$ -0-	\$ 5,937	\$ 25,555
Interfund payables	-0-	4,361	-0-	-0-	4,361	-0-
General long-term debt (See Note 4)	-0-	-0-	-0-	87,034	87,034	118,569
Total Liabilities	- 5,937	- 4,361	- -0-	87,034	97,332	144,124
<u>Equity and Other Credits</u>						
Investment in fixed assets	-0-	-0-	820,477	-0-	820,477	812,268
Fund balances - Undesignated	109,382	576,873	-0-	-0-	686,255	471,842
Total Equity and Other Credits	109,382	576,873	820,477	-0-	1,506,732	1,284,110
Total Liabilities, Equity, and Other Credits	\$ 115,319	\$ 581,234	\$ 820,477	\$ 87,034	\$ 1,604,064	\$ 1,428,234

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES

ALL GOVERNMENTAL FUND TYPES

For the year ended December 31, 1999

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Totals (Memorandum Only)</u>	
			<u>1999</u>	<u>1998</u>
<u>Revenues</u>				
Hotel - Motel tax	\$222,145	\$ -0-	\$222,145	\$218,116
From the State:				
Sales tax rebate	-0-	23,340	23,340	175,591
Excess hotel-motel tax	-0-	300,000	300,000	-0-
Interest income	8,309	15,329	23,638	10,618
Miscellaneous	<u>6,041</u>	<u>-0-</u>	<u>6,041</u>	<u>2,861</u>
Total Revenues	<u>236,495</u>	<u>338,669</u>	<u>575,164</u>	<u>407,186</u>
<u>Expenditures</u>				
Current:				
Advertising and marketing	136,086	1,111	137,197	41,374
Contingencies	9,693	-0-	9,693	8,918
Strategic planning	-0-	-0-	-0-	11,636
Maintenance, repairs, and security	5,763	-0-	5,763	2,177
Supplies and postage	26,165	771	26,936	9,464
Audit and accounting fees	3,426	-0-	3,426	3,300
Insurance	3,882	-0-	3,882	2,687
Landscape project	-0-	-0-	-0-	4,156
Salaries, wages, and related expenses	112,390	-0-	112,390	100,659
Utilities & telephone	10,307	-0-	10,307	10,045
Capital outlays	6,776	4,500	11,276	10,600
Debt Service:				
Principal retirement	-0-	31,535	31,535	77,197
Interest	<u>-0-</u>	<u>8,346</u>	<u>8,346</u>	<u>12,682</u>
Total Expenditures	<u>314,488</u>	<u>46,263</u>	<u>360,751</u>	<u>294,895</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(77,993)</u>	<u>292,406</u>	<u>214,413</u>	<u>112,291</u>

(CONTINUED)

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - (Cont'd)

ALL GOVERNMENTAL FUND TYPES

For the year ended December 31, 1999

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Totals (Memorandum Only)</u>	
			<u>1999</u>	<u>1998</u>
Excess (Deficiency) of Revenues over Expenditures from the Preceding Page	\$(77,993)	\$292,406	\$214,413	\$112,291
<u>Other Financing Sources</u> <u>(Uses)</u>				
Operating transfers in	-0-	-0-	-0-	-0-
Operating transfers out	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Other Financing Sources (Uses)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(77,993)	292,406	214,413	112,291
Fund Balances, Beginning	<u>187,375</u>	<u>284,467</u>	<u>471,842</u>	<u>359,551</u>
Fund Balances, Ending	<u>\$109,382</u>	<u>\$576,873</u>	<u>\$686,255</u>	<u>\$471,842</u>

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

BUDGET (GAAP BASIS) AND ACTUAL

GENERAL FUND

For the year ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Hotel - Motel tax	\$ 229,000	\$ 222,145	\$ (6,855)
Interest income	2,500	8,309	5,809
Miscellaneous	<u>2,500</u>	<u>6,041</u>	<u>3,541</u>
Total Revenues	<u>234,000</u>	<u>236,495</u>	<u>2,495</u>
<u>Expenditures</u>			
Current:			
Advertising, and marketing	101,500	136,086	(34,586)
Contingencies	6,000	9,693	(3,693)
Maintenance, repairs, and security	8,000	5,763	2,237
Supplies and postage	12,000	26,165	(14,165)
Audit and accounting fees	3,500	3,426	74
Insurance	3,000	3,882	(882)
Salaries, wages, and related expenses	117,233	112,390	4,843
Utilities & telephone	11,000	10,307	693
Capital Outlays	<u>14,000</u>	<u>6,776</u>	<u>7,224</u>
Total Expenditures	<u>276,233</u>	<u>314,488</u>	<u>(38,255)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(42,233)</u>	<u>(77,993)</u>	<u>(35,760)</u>

(CONTINUED)

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - (Cont'd)

BUDGET (GAAP BASIS) AND ACTUAL

GENERAL FUND

For the year ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Excess (Deficiency) of Revenues over Expenditures from the Preceding Page	\$ (42,233)	\$ (77,993)	\$ (35,760)
<u>Other Financing Sources (Uses)</u>			
Operating transfers out	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Excess (Deficiency) of Revenues and Other Sources over Expendi- tures and Other Use	(42,233)	(77,993)	\$ <u>(35,760)</u>
Fund Balance, January 1, 1999	<u>187,375</u>	<u>187,375</u>	
Fund Balance, December 31, 1999	\$ <u>145,142</u>	\$ <u>109,382</u>	

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

BUDGET (GAAP BASIS) AND ACTUAL

SPECIAL REVENUE FUND

For the year ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
From the State			
Sales tax rebate	\$ 150,000	\$ 23,340	\$ (126,660)
Excess hotel- motel tax	300,000	300,000	-0-
Interest income	<u>6,500</u>	<u>15,329</u>	<u>8,829</u>
Total Revenues	<u>456,500</u>	<u>338,669</u>	<u>(117,831)</u>
 <u>Expenditures</u>			
Current:			
Advertising and marketing	-0-	1,111	(1,111)
Maintenance, repairs, and security	1,500	-0-	1,500
Supplies and postage	1,000	771	229
Capital Outlays	20,000	4,500	15,500
Debt Service:			
Principal retirement	75,000	31,535	43,465
Interest	<u>15,000</u>	<u>8,346</u>	<u>6,654</u>
Total Expenditures	<u>112,500</u>	<u>46,263</u>	<u>66,237</u>
 Excess (Deficiency) of Revenues over Expenditures			
	<u>344,000</u>	<u>292,406</u>	<u>(51,594)</u>

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - (Cont'd)

BUDGET (GAAP BASIS) AND ACTUAL

SPECIAL REVENUE FUND

For the year ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Excess (Deficiency) of Revenues over Expenditures from the Preceding Page	\$ 344,000	\$ 292,406	\$ (51,594)
<u>Other Financing Sources (Uses)</u> Operating transfers out	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Excess (Deficiency) of Revenues and Other Sources over Expendi- tures and Other Use	344,000	292,406	\$ <u>(51,594)</u>
Fund Balance, January 1, 1999	<u>284,467</u>	<u>284,467</u>	
Fund Balance, December 31, 1999	\$ <u>628,467</u>	\$ <u>576,873</u>	

See accompanying notes to financial statements.

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The West Baton Rouge Tourist Commission was established May 12, 1977 for the purpose of developing and carrying out programs designed to promote tourism in the area of West Baton Rouge Parish as provided for by Louisiana Revised Statutes 33:4574, et seq.

The financial statements of the West Baton Rouge Parish Tourist 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 standards. The more significant of the Tourist Commission's accounting policies are described below.

Reporting Entity - GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the West Baton Rouge Parish Tourist Commission includes all funds, account groups, et cetera, that are within the oversight responsibility of the Tourist Commission. Based on the criteria set forth in GASB Statement No. 14, the Tourist Commission is a component unit of the West Baton Rouge Parish Council. The basic criteria is the Parish Council's ability to exercise oversight responsibility. The Parish Council appoints the members of the Tourist Commission and approves its budget.

Other criteria used to determine if a governmental unit is a component unit are financial interdependency, designation of management, the ability to significantly influence operations and accountability for fiscal matters. Based on all the criteria set forth the Tourist Commission has no component units.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Fund Accounting - The accounts of the West Baton Rouge Tourist 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 comprise 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 purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and one broad fund category as follows:

Governmental Funds:

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.

Special Revenue Fund - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for a specific purpose. The Commission accounts for the State Sales Tax Rebate it receives in its Special Revenue Fund, see Note 2.

Fixed Assets and Long-Term Liabilities:

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus.

All governmental fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased.

All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair value on the date donated.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group.

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.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Taxpayer-assessed income, gross receipts, and sales taxes are considered "measurable" when in the hands of collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchase of various operating supplies are regarded as expenditures at the time purchased. An exception to this general rule is principal and interest on long-term debt which is recognized when due.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Transfers between funds that are not expected to be repaid (or any other types, such as capital lease transactions, sales of fixed assets, debt extinguishments, long-term debt proceeds, et cetera) are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Budgets and Budgetary Accounting - The Tourist Commission followed these procedures in establishing the budget reflected in these financial statements:

1. The Tourist Commission coordinator and the executive director prepare a proposed budget and submit it to the treasurer. After examination by the treasurer, the budget is submitted to the Tourist Commission no later than 15 days prior to the beginning of the fiscal year. Once it is adopted by the Tourist Commission, the budget is submitted to the West Baton Rouge Parish Council for final approval.
2. Budgetary amendments involving the transfer of funds from one program or function to another requires the approval of the Tourist Commission.
3. All budgetary appropriations lapse at the end of each fiscal year.

Cash and Investments - Cash includes amounts in demand deposits as well as short term certificates with maturity dates within twelve months of the date acquired by the government.

Cash is carried at cost which approximates market value. The carrying value of cash and certificates on deposit with financial institutions on December 31, 1999 was \$174,172 all of which is interest bearing.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Cash and Investments - (Cont'd)

The bank balances of these deposits totaled \$174,829 on December 31, 1999. At December 31, 1999 the Commission's bank balances were secured by \$ 161,266 of FDIC insurance and \$49,969 of collateral held by the pledging financial institution's agent in the name of the pledging financial institution's and pledged to the Utility (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

Local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. Investments are stated at cost, which approximates market and is equal to the value of the pool shares.

Investments in LAMP held at December 31, 1999 were \$503,294. In accordance with GASB Codification Section I50.165, the investment in LAMP at December 31, 1999, is not categorized in the three risk categories provided by GASB Codification Section I50.164 because the investment is in a pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The LAMP corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Officers Association of Louisiana, and the Society of Louisiana CPA's. Only Local governments having contracted to participate in LAMP have an investment

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consist of no securities with a maturity in excess of 397 days, LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

Statutes allow the Commission to invest in United States bonds, treasury notes, or certificates; or time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the state of Louisiana. Statutes also allow the Commission to invest in any investment as stipulated in R.S. 33:2955, or any other federally insured investment, or in mutual or trust fund institutions which are registered under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the United States or its agencies. The Commission may invest such monies it has in any general fund or special funds which the management of the Commission, in their discretion, may determine to be available for investment and which are not specifically exempted or prohibited from investment under existing state or federal statutes.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Comparative Data - Comparative total data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of changes in the Commission's financial position and operations. However, comparative (i.e., presentation of prior years' totals by fund type) data has not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

Total columns on combined statements - Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Risk Management - The Tourist Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Commission purchases commercial insurance policies at levels which management believes is adequate to protect the Commission. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

NOTE 2. REVENUE

Hotel - Motel Tax - The Tourist Commission under the provision of Louisiana Revised Statutes Section 33:4574.1-A levies a three percent tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within the jurisdiction of the commission. The proceeds from this tax are accounted for in the Commission's General Fund.

(CONTINUED)

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 2. REVENUE - Cont'd

State Sales Tax Rebate - Under the provisions of Louisiana Revised Statutes Section 47:332.12 the West Baton Rouge Parish Council is entitled to receive a portion of the state sales tax imposed on hotel occupancy within West Baton Rouge Parish. The money is to be used exclusively for the planning, development or capital improvements of tourism sites in West Baton Rouge Parish. During 1999 in addition to the rebate, \$300,000 of surplus hotel-motel tax from the West Baton Rouge Parish Enterprise fund was received. This money is earmarked for the Parish's Riverfront Development Project. The Parish Council has designated the West Baton Rouge Parish Tourist Commission to receive and expend these funds on behalf of the Parish Council. The proceeds from this source are accounted for in the Commission's Special Revenue Fund.

NOTE 3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance January 1, 1999</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance December 31, 1999</u>
Land	\$ 472,997	\$ 4,500	\$ -0-	\$ 477,497
Building	258,298	-0-	-0-	258,298
Projection equip- ment and relief map	47,749	-0-	-0-	47,749
Office furniture and equipment	30,630	6,776	3,067	34,339
Uniforms	<u>2,594</u>	<u>-0-</u>	<u>-0-</u>	<u>2,594</u>
Total General Fixed Assets	\$ <u>812,268</u>	\$ <u>11,276</u>	\$ <u>3,067</u>	\$ <u>820,477</u>

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 4. GENERAL LONG-TERM DEBT

During 1996 the Commission purchased a piece of real estate for \$361,307. The Commission paid \$87,447 in cash and issued a general long-term note payable for \$273,860 to finance the balance.

The following is a summary of Commission's general long-term debt transactions for the year ended December 31, 1999:

General long-term debt, January 1	\$	118,569
Principal repaid		<u>31,535</u>
General long-term debt, December 31	\$	<u>87,034</u>

General long-term debt payable at December 31, 1999 consisted of the following:

\$273,860 Note Payable, dated June 20, 1996, due in monthly installments of \$3,323.40 through May 20, 2001 with the unpaid balance due June 20, 2001; 8% interest.	\$	<u>87,034</u>
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The annual requirements to amortize the general long-term debt payable as of December 31, 1999 are as follows:

<u>Year Ending</u> <u>December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2000	\$ 34,152	\$ 5,728	\$ 39,880
2001	<u>52,882</u>	<u>1,816</u>	<u>54,698</u>
Total	<u>\$ 87,034</u>	<u>\$ 7,544</u>	<u>\$ 94,578</u>

West Baton Rouge Tourist Commission

Port Allen, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1999

NOTE 5. PER DIEM PAYMENTS

There were no per diem payments made during 1999 to commission members.

* * * * *

SUPPLEMENTARY INFORMATION

COMBINING STATEMENTS

West Baton Rouge Tourist Commission

Port Allen, Louisiana

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Under the provisions of Louisiana Revised Statutes Section 47:332.12 the West Baton Rouge Parish Council is entitled to receive a portion of the state sales tax imposed on hotel occupancy within West Baton Rouge Parish. The money is to be used exclusively for the planning, development or capital improvements of tourism sites in West Baton Rouge Parish.

During 1999 in addition to the rebate, \$300,000 of surplus hotel-motel tax from the West Baton Rouge Parish Enterprise fund was received. This money is earmarked for the Parish's Riverfront Development Project.

The Parish Council has designated the West Baton Rouge Parish Tourist Commission to receive and expend these funds on behalf of the Parish Council.

**West Baton Rouge Parish Tourist Commission
Port Allen, Louisiana
COMBINING BALANCE SHEET - ALL SPECIAL REVENUE FUNDS
December 31, 1999**

ASSETS AND OTHER DEBITS

	<u>Enterprise Fund</u>	<u>Riverfront Development</u>	<u>Total</u>
Assets and Other Debits			
Cash - demand deposits	\$ 15,298	\$ 0	\$ 15,298
Cash - certificates of deposit	94,320	0	94,320
Investment - LAMP	164,661	303,705	468,366
Interfund receivables	3,250	0	3,250
Fixed assets	0	0	0
Funds to be provided for debt retirement	0	0	0
Total Assets and Other Debits	<u>\$ 277,529</u>	<u>\$ 303,705</u>	<u>\$ 581,234</u>

LIABILITIES AND EQUITY

Liabilities			
Interfund payables	\$ 0	\$ 4,361	\$ 4,361
General long-term debt	0	0	0
Total Liabilities	0	4,361	4,361
Equity			
Fund balance - undesignated	277,529	299,344	576,873
Total Liabilities and Equity	<u>\$ 277,529</u>	<u>\$ 303,705</u>	<u>\$ 581,234</u>

West Baton Rouge Parish Tourist Commission
Port Allen, Louisiana
COMBINING STATEMENT OF REVENUE, EXPENDITURES,
AND CHANGES IN FUND BALANCES
For the year ended December 31, 1999

	<u>Enterprise Fund</u>	<u>Riverfront Development</u>	<u>Total</u>
Revenues			
From the State:			
Sales tax rebate	\$ 23,340	\$ 0	\$ 23,340
Excess hotel-motel tax	0	300,000	300,000
Interest income	11,624	3,705	15,329
Total revenues	<u>34,964</u>	<u>303,705</u>	<u>338,669</u>
Expenditures			
Current:			
Advertising and marketing	0	1,111	1,111
Maintenance, repairs and security	0	0	0
Supplies and postage	771	0	771
Capital outlays	1,250	3,250	4,500
Debt Service:			
Principal retirement	31,535	0	31,535
Interest	8,346	0	8,346
Total Expenditures	<u>41,902</u>	<u>4,361</u>	<u>46,263</u>
Excess (Deficiency) of Revenues over Expenditures	(6,938)	299,344	292,406
Fund Balance, January 1, 1999	<u>284,467</u>	0	<u>284,467</u>
Fund Balance, December 31, 1999	<u>\$ 277,529</u>	<u>\$ 299,344</u>	<u>\$ 576,873</u>



CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT

(A PROFESSIONAL CORPORATION)

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Chairman and Members of the
West Baton Rouge Parish Tourist Commission
Port Allen, Louisiana

I have audited the financial statements of West Baton Rouge Parish Tourist Commission, a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 1999, and have issued my report thereon dated April 21, 2000. I have conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

COMPLIANCE

As part of obtaining reasonable assurance about whether the West Baton Rouge Parish Tourist Commission's financial statements are free of material misstatement, I performed tests of the its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, I noted a certain immaterial instance of noncompliance that I have reported to the Tourist Commission in a separate letter dated April 21, 2000

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit, I considered West Baton Rouge Parish Tourist Commission's, a component unit of the West Baton Rouge Parish Council, internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I considered to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely

affect the West Baton Rouge Parish Tourist Commission's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the following paragraph

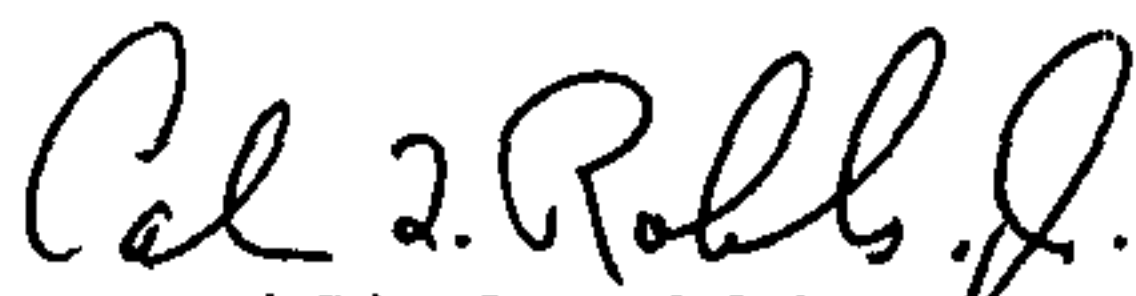
An important element in designing an internal accounting control system that safeguards assets and reasonably insures the reliability of the accounting records is the concept of segregation of responsibilities. No one person should be assigned duties that would allow that person to commit an error or perpetrate fraud and to conceal the error or fraud. For example, the same person should not be responsible for any two of the following functions:

- 1) Authorization of a transaction;
- 2) Recording of the transaction; and
- 3) Custody of assets involved in the transaction.

Due to the small size of the organization, a proper segregation of duties is not possible with respect to cash transactions. Management believes it is not practical or cost effective to correct this weakness. This is a repeat finding.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe that the reportable condition disclosed above relating to lack of segregation of duties is a material weakness.

This report is intended solely for the information of management, and members of the West Baton Rouge Parish Tourist Commission and is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountant
(A Professional Corporation)

April 21, 2000
Baton Rouge, Louisiana



CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT
(A PROFESSIONAL CORPORATION)

April 21, 2000

To the Chairman and Members of the
West Baton Rouge Parish Tourist Commission
Port Allen, Louisiana

I have audited the financial statements of West Baton Rouge Parish Tourist Commission, a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 1999, and have issued my report thereon dated April 21, 2000. As part of obtaining reasonable assurance about whether the West Baton Rouge Parish Tourist Commission's financial statements are free of material misstatement, I performed tests of the its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However I noted the following immaterial instance of noncompliance:

Amended Budget

Louisiana Revised Statute 39:1311 requires a governmental units budget to be amended when projected expenditures exceed budgeted expenditures by five percent or more. The Tourist Commissions actual expenditures exceeded budgeted expenditures by more than five percent in 1999 and although the budget was amended on two occasions, it was not amended to bring budgeted expenditures within five percent of actual expenditures.

Management of the Tourist Commission felt this was just an oversight. The Budget was amended in May to increase budgeted expenditures and the members of the Commission felt that further amendment would not be necessary. In the future, management plans to modify the budget when circumstances so dictate.


Certified Public Accountant