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**Saint Tammany Parish  
Tourist and Convention Commission  
Mandeville, Louisiana**

**FINANCIAL STATEMENTS**

Year Ended May 31, 1993

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewer, 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 JAN 10 1993

SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION  
Bonneville, Louisiana

May 31, 1983

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Independent Auditor's Report

The Board of Directors of the Saint Tammany  
Parish Tourist and Convention Commission  
Monroeville, Louisiana

We have audited the accompanying general purpose financial statements of Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana as of May 31, 1997, and for the year then ended. These general purpose financial statements are the responsibility of the management of the Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards (1994 Revision) issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana as of May 31, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated November 20, 1997, on our consideration of the Saint Tammany Parish Tourist and Convention Commission's internal control structure and a report dated November 20, 1997 on its compliance with laws and regulations.

*Randy E. Jackson, CPA, PAAC*  
Monroeville, Louisiana  
November 20, 1997

**SAINT TAMMANT PARISH TOURIST AND CONVENTION COMMISSION**  
 Mandeville, Louisiana

**COMBINED BALANCE SHEET**

May 31, 1987

	<u>GOVERNMENTAL</u> <u>FUND TYPE</u> <u>GENERAL</u> <u>FUND</u>	<u>ACCOUNT</u> <u>GROUP</u> <u>GENERAL</u> <u>FIXED ASSETS</u>	<u>TOTAL</u> <u>(MEMORANDUM</u> <u>ONLY)</u>
<b>ASSETS</b>			
Cash	\$ 4,877	\$ -	\$ 4,877
Investments	432,628	-	432,628
Sales Tax Receivable	113,005	-	113,005
Fixed Assets	-	791,340	791,340
Prepaid Employer Payroll Tax	<u>81</u>	<u>-</u>	<u>81</u>
<b>Total Assets</b>	<b>\$ 550,601</b>	<b>\$ 791,340</b>	<b>\$1,341,941</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 39,819	\$ -	\$ 39,819
Retainage Payable	51,064	-	51,064
Payroll Taxes Withheld and Accrued	<u>1,292</u>	<u>-</u>	<u>1,292</u>
<b>Total Liabilities</b>	<b>82,175</b>	<b>-</b>	<b>82,175</b>
<b>FUND EQUITY</b>			
Investment in General Fixed Assets	-	791,340	791,340
Fund Balances Unreserved - undesignated	<u>468,426</u>	<u>-</u>	<u>468,426</u>
<b>Total Fund Equity</b>	<b>468,426</b>	<b>791,340</b>	<b>1,259,766</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 550,601</b>	<b>\$ 791,340</b>	<b>\$1,341,941</b>

see accompanying notes.

## SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

Bardonia, Louisiana

## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

For the Year Ended May 31, 1987

## REVENUES

Sales tax revenues:		
Parish-collected by sheriff	\$ 488,738	
Less Sheriff's commission	<u>5,382</u>	\$ 483,356
State - Fund Appropriation		488,214
Interest income		18,785
Membership drive income		500
Miscellaneous income		<u>1,382</u>
Total Revenues		982,324

## EXPENDITURES

Salaries		
Executive director	40,300	
Office assistants	170,557	
Total salaries	<u>210,857</u>	
Payroll taxes	10,864	
Hospitalization and workmen's compensation	14,881	
Auto, liability, and property insurance	8,780	
Rent	9,246	
Utilities	6,832	
Office expenses and supplies	18,788	
Office cleaning	928	
Equipment rental	3,915	
Capital expenditures	<u>466,477</u>	
Office service and maintenance	6,888	
Postage	19,476	
Telephone/long distance	8,248	
Automobile expenses	4,686	
Professional fees	10,719	
Advertising	83,578	
Collateral material/brochures	18,983	
1-800 telephone service	6,375	
Promotional merchandise	6,480	
Event hosting/fee tours	741	
Trade show costs/registration fees	10,173	
Travel/entertainment (out of state)	14,888	
Local meetings/entertainment (in state)	3,388	
Membership dues and subscriptions	7,279	
Research/educational training/seminars	3,755	
Special promotions	4,346	
Film commission/film and developing	<u>1,382</u>	948,428

Excess of expenditures over revenues	(66,104)
Fund Balance - Beginning of Year	<u>338,218</u>
Fund Balance - End of Year	\$ <u>465,614</u>

See accompanying notes.

EXHIBIT C

**SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
 Mandeville, Louisiana  
**STATEMENT OF REVENUE AND EXPENDITURES - BUDGET AND ACTUAL**

For the Year Ended May 31, 1997

REVENUES	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
Sales tax revenues			
Parish-collected by Sheriff	\$ 440,000	\$ 459,770	\$ 19,770
Less Sheriff's commission	1,000	5,287	(4,287)
State - Fund Appropriation	379,000	400,216	21,216
Interest income	20,000	19,765	(2,235)
Membership drive income	4,500	800	(4,000)
Miscellaneous income	-	2,342	2,342
Total Revenues	<u>844,500</u>	<u>887,516</u>	<u>43,016</u>
<b>EXPENDITURES</b>			
Salaries	168,800	170,857	(2,057)
Payroll taxes	17,100	15,884	(1,216)
Hospitalization/workmen's compensation	21,350	14,881	6,469
Auto, liability, and property insurance	5,800	8,700	(2,900)
Rent	5,311	9,248	(4,138)
Utilities	10,800	8,032	2,768
Office expense and supplies	18,000	18,700	(700)
Office cleaning	6,000	625	5,375
Equipment rental	4,000	1,815	2,185
Capital expenditures	310,171	468,477	(147,306)
Office service and maintenance	8,000	8,500	(500)
Postage	14,000	15,470	(1,470)
Telephone/long distance	12,000	8,340	3,660
Automobile expenses	8,000	4,850	3,150
Professional fees	18,000	10,730	7,270
Advertising	21,500	20,470	(1,030)
Collateral material/brochures	40,000	38,880	1,120
1-800 telephone service	7,000	5,375	1,625
Promotional merchandise	15,000	6,480	8,520
Event hosting/tax tours	5,000	741	4,259
Trade show costs/registration fees	12,000	10,173	1,827
Travel/entertainment (out of state)	18,000	14,806	3,194
Local meetings/entertainment (in state)	5,000	3,388	1,612
Membership dues and subscriptions	13,000	7,379	5,621
Research/educational training/seminars	5,000	2,355	2,645
Special promotions	2,000	4,344	(2,344)
Contract labor	1,500	-	1,500
Film commission/Film and Developing	5,000	1,361	3,639
Total Expenditures	<u>1,214,442</u>	<u>1,283,428</u>	<u>(68,986)</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<b>\$ -</b>	<b>\$ 1,461,102</b>	<b>\$ 1,461,102</b>

See accompanying notes.

SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION  
Mandeville, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended May 31, 1997

1. THE REPORTING ENTITY

The Saint Tammany Parish Tourist and Convention Commission was created November 18, 1976 by Ordinance No. 474 of the Saint Tammany Parish Police Jury, under the provisions of Title 33, Sections 4574 through 4576-3, of the Revised Statutes of the State of Louisiana, as amended in 1978. This legislation authorized the governing authority of any parish in the state to create a tourist commission for the promotion of tourism within its own jurisdiction.

Under Act 47 of the 1995 Regular Session of the Louisiana Legislature, the Commission was re-created to be a body politic and corporate and a political subdivision of the state of Louisiana composed of all the territory in Saint Tammany Parish. The intent of this act was to make the Commission a subdivision of the state; separate and independent of the local political subdivisions in which they operate, and to grant directly to such political subdivisions the power of taxation and such other powers as provided for in Article VI; Sections 19 and 20 of the Constitution of Louisiana. The directors of the commission shall adopt ordinances or resolutions as it deems necessary.

The Commission advertises in various publications, frequently in cooperation with the Louisiana Travel Promotion Association, maintains exhibit space at, and sends representatives to, conventions, fairs and shows, and prepares and distributes brochures, photographs and other promotional material. It also operates a tourist information center at 69859 Highway 59, Mandeville and a small office in the Towers Building in Slidell.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies are as follows:

A. FUND ACCOUNTING

The accounts of the Commission are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for and allocated to expenditures strictly for the purpose for which the Commission was created.

**SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
Bastropville, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS**

For the Year Ended May 31, 1997

**B. FIXED ASSETS AND LONG-TERM OBLIGATIONS**

The General Fixed Assets Group represents a summary of the fixed assets of the Commission. Capital expenditures in the general fund are recorded at the time of purchase and are subsequently recorded, at cost, in the General Fixed Assets Account Group. Depreciation is not recorded on such fixed assets.

There were no long-term obligations outstanding at May 31, 1997.

**C. BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The general fund is accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Sales taxes are considered "measurable" in May, therefore sales tax revenue for April 1997 has been accrued at May 31, 1997.

Sales tax revenues are collected by the Saint Tammany Parish Sheriff's department and remitted to the Commission monthly. Sales taxes for April are collected in May and remitted in June. These taxes are considered "measurable" in May, therefore sales tax revenue for April 1997 has been accrued at May 31, 1997.

Sales tax revenues from the state is collected by the Department of Revenue and Taxation and transferred to the Office of the Treasurer of the State of Louisiana. The state Treasurer maintains the Saint Tammany Parish Tourist Commission Fund and forwards the collected monies in the same manner as the monies in the state general fund with all interest earned deposited into the fund as per Revised Statute 47:382.14 of the State of Louisiana. For each state fiscal year, the Louisiana Legislature has the authority to appropriate an amount from this fund to be distributed to the Saint Tammany Parish Tourist and Convention Commission to be used for tourism development purposes, including, but not limited to, support for historic preservation and arts and



SAINTE TAMMANY PARISH TOURIST AND CONVENTION COMMISSION  
Meadowville, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended May 31, 1997

C. BASES OF ACCOUNTING - continued

Humanities. The amount appropriated by Act 16 of the 1995 Regular Legislative Session was \$375,000 to be distributed for the state fiscal year ended June 30, 1996. The amount appropriated by Act 17 of the 1996 Regular Legislative Session to be distributed for the state fiscal year ended June 30, 1997 was also \$375,000.

Expenditures are generally recognized under the modified accrual basis of accounting when the liability is incurred.

D. BUDGETARY PRACTICES

Budgets are prepared annually in the office of the Commission by the Executive Director and approved by the Directors. The Commission holds a public hearing on the proposed budget, after publication of the notices.

The budget for the year ended May 31, 1997 was approved by the Directors of the Commission on May 14, 1996.

E. CASH AND INVESTMENTS

The Commission is authorized to invest in United States bonds, treasury notes and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool Inc. (LAMP), a non-profit corporation organized under the laws of the state of Louisiana, which operates a local government investment pool. These investments are stated at cost which is the same as carrying value.

F. VACATION AND SICK LEAVE

The Commission has no policies or agreements allowing the accumulation and/or vesting of annual sick leave and subsequent payment. Therefore no accrual has been made.

SHRINE, TAMMANY, PARISH, TOURIST AND CONVENTION COMMISSION  
New Orleans, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended May 31, 1997

2. TOTAL COLUMN ON COMBINED BALANCE SHEET

The total column on the combined balance sheet is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

1. CASH AND INVESTMENTS

At May 31, 1997 the Commission had cash and investments totaling \$437,568 as follows:

Investments - Louisiana Asset Management Pool	\$ 412,428
Cash	<u>25,140</u>
	<u>\$ 437,568</u>

The cash accounts are maintained at a local bank. These funds are fully covered by Federal deposit insurance.

Investments held at May 31, 1997, include \$412,428 in the Louisiana Asset Management Pool Inc. (LAMP), a local government investment pool (see Summary of Significant Accounting Policies). In accordance with GAGE codification Section 150.165, the investment in LAMP at May 31, 1997 is not categorized in the three risk categories provided by GAGE codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. LAMP is administered by LAMP Inc., a non-profit corporation organized under the laws of the State of Louisiana.

The 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 CPAs. Only local governments having contracted to participate in LAMP have an investment 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

SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION  
Mandeville, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended May 31, 1997

3. CASH AND INVESTMENTS - continued

instruments, as well as repurchase agreements collateralized by these securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 197 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

4. SALES TAX RECEIVABLE

The balance of sales tax receivable on May 31, 1997 consist of the collected monies due from:

Saint Tammany Parish Sheriff's Department	\$ 39,399
Louisiana Treasurer's Office	<u>73,119</u>
	\$ <u>112,518</u>

5. CHANGES IN GENERAL FIXED ASSETS

The following is a summary of the changes in the general fixed assets account groups:

	Balance Mar. 31, 1996	Additions	Deletions	Balance May 31, 1997
Land	\$ 60,000	\$ -	\$ -	\$ 60,000
Building	198,275	405,639	-	604,914
Furniture & Equipment	<u>73,353</u>	<u>88,838</u>	<u>3,765</u>	<u>168,426</u>
Total Fixed Assets	\$ <u>331,628</u>	\$ <u>494,477</u>	\$ <u>3,765</u>	\$ <u>791,340</u>

6. PENSION PLANS

The employees of the Commission are not covered by a pension plan, and are not members of the State Retirement System, consequently there is no contingent unfunded liability to accrue.

LAKE TAMMANY FISHING TOURIST AND CONVENTION COMMISSION  
Bastropville, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended May 31, 1997

7. LEASES

The Commission currently leases office space in Slidell at 518 Old Spanish Trail, Suite 402. The monthly rental rate is \$175 and is charged to rent expenditures. The Commission also leases a storage facility at \$200 per month. All leased facilities are on a month-to-month basis. The Commission leased office space in Covington on a month-to-month basis at a rate of \$299 per month. The Commission rented this space from June, 1994 until February, 1997 when they moved into their new building at Interstates 12 and Highway 90 in Mandeville. Total rent expenditures for the year ended May 31, 1997 was \$8,346.

The Commission also leases office equipment under lease terms expiring two to four years in the future. Lease rates range from \$87 to \$176 per month. Total equipment rent expenditures for the year ended May 31, 1997 was \$1,915. Minimum lease payments at May 31, 1997 are as follows:

May 31, 1998	\$ 4,913
May 31, 1999	4,784
May 31, 2000	2,061
May 31, 2001	<u>515</u>
	\$ 12,273

8. CHANGES IN LONG-TERM OBLIGATIONS

There are no long-term obligations in effect at May 31, 1997.

9. LITIGATION

There is no known litigation pending against the Commission.

10. RELATED PARTY TRANSACTIONS

There were no transactions with related parties.

**SAINT TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
Bardonia, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS**

For the Year Ended May 31, 1997

**11. COMPENSATION PAID DIRECTORS**

The Directors did not receive compensation from the commission for the year ended May 31, 1997.

**12. CONTINGENT LIABILITIES**

The Commission is contingently liable to the Saint Tammany Parish Police Jury for the acreage transferred to the Commission in a prior year in the event that the Commission no longer has a need to utilize this land donated by the Police Jury. The Commission has agreed to give the Police Jury the first right to buy the property. In the event the Police Jury does not exercise its first right to buy the property, then upon subsequent sale of the property, the Commission must reimburse the Police Jury an amount of money equal to the fair market value of the land at the time of the sale, less improvements, based upon an appraisal to be determined by two independently chosen appraisers. The Commission completed construction of a Tourist Commission building on this acreage for the year ended May 31, 1997.

**13. EXCESS OF EXPENDITURES OVER REVENUES**

For the year ended May 31, 1997, total expenditures exceeded total revenues by \$63,103.

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**Independent Auditor's Report on Internal Control Structure Based on an Audit  
of General Purpose Financial Statements Performed in Accordance With  
Government Auditing Standards**

The Board of Directors of the Saint Tammany  
Parish Tourist and Convention Commission  
Mandeville, Louisiana

We have audited the general purpose financial statements of the Saint Tammany Parish Tourist and Convention Commission, Mandeville, Louisiana, for the year ended May 31, 1997, and have issued our report thereon dated November 18, 1997.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards (1994 revision), issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Saint Tammany Parish Tourist and Convention Commission, Mandeville, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Saint Tammany Parish Tourist and Convention Commission, Mandeville, Louisiana, for the year ended May 31, 1997, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in

operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in accounts that would be material in relation to the general purpose 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. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of the Saint Tammany Parish Tourist and Convention Commission, Mandeville, Louisiana, in a separate letter dated November 28, 1997.

This report is intended for the information of management and the Board of Directors of the Saint Tammany Parish Tourist and Convention Commission. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

 Andy L. Jackson, CPA, PCA

Mandeville, Louisiana  
November 28, 1997

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**Independent Auditor's Report on Compliance With Laws and Regulations  
Based on an Audit of General Purpose Financial Statements Performed in  
Accordance With Government Auditing Standards**

The Board of Directors of the Saint Tammany  
Parish Tourist and Convention Commission  
Monroeville, Louisiana

We have audited the general purpose financial statements of the Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana, for the year ended May 31, 1997, and have issued our Report thereon dated November 26, 1997.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards (1994 Revision), issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana, is the responsibility of its management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Saint Tammany Parish Tourist and Convention Commission, Monroeville, Louisiana's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed two instances of noncompliance that are required to be reported under Government Auditing Standards. During a fourteen day period in May 1997, funds on deposit with a banking institution exceeded FDIC insurance coverage. Louisiana Revised Statute 38:1221 requires security for deposits. FDIC insurance only provides coverage limited to \$100,000. During this fourteen day period, approximately \$12,000 of deposited funds were not insured. The Saint Tammany Parish Tourist and Convention Commission also did not comply with Louisiana Revised Statute 24:513(A)(1)(b) which requires governmental entity audits to be completed and submitted within six months of the close of the entity's fiscal year.



This report is intended for the information of the management, the Saint Tammany Parish Tourist and Convention Commission, Mandeville, Louisiana. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*W. J. Jackson, CTO, STAC*

Mandeville, Louisiana  
November 28, 1987

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The Board of Directors of the Saint Tammany  
Parish Tourist and Convention Commission  
Monroeville, Louisiana

In planning and performing our audit of the general purpose financial statements of the Saint Tammany Parish Tourist and Convention Commission, for the year ended May 31, 1997, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure. However, we noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of internal control structure that, in our judgment, could adversely affect the Saint Tammany Parish Tourist and Convention Commission's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

We noted that the company policy requiring dual signatures on checks exceeding certain amounts was overridden by management in one instance. The second matter involved the absence of appropriate review and approval documented on original invoices from vendors.

This report is intended solely for the information and use of the Directors of the Saint Tammany Parish Tourist and Convention Commission, management and State of Louisiana Legislative Auditor. This restriction is not intended to limit distribution of this report, which is a matter of public record.

  
Monroeville, Louisiana  
November 28, 1997