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**RIVER PARISH TOURIST COMMISSION  
FOR THE SIX MONTHS ENDED JUNE 30, 2004**

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 2-2-05

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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 six months ended June 30, 2004, 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 December 28, 2004, on the results of our agreed-upon procedures.

December 28, 2004



Nolan H. Schexnayder  
Certified Public Accountant  
Personal Financial Specialist

RIVER PARISHES TOURIST COMMISSION  
STATEMENT OF FINANCIAL POSITION - CASH BASIS  
For the Six Months Ended June 30, 2004

ASSETS

CURRENT ASSETS	
Cash	\$151,776
	-----
TOTAL CURRENT ASSETS	151,776
PROPERTY & EQUIPMENT	
Furniture, Fixtures & Equipment	4,193
Accum. Depreciation FFE	(948)
	-----
Net Property Equipment	3,245
TOTAL ASSETS	\$155,021
	=====

LIABILITIES & NET ASSETS

NET ASSETS	
Unrestricted	\$155,021
	-----
TOTAL NET ASSETS	155,021
	-----
TOTAL LIABILITIES & NET ASSETS	\$155,021
	=====

See Accompanying Notes and Accountant's Compilation Report.

RIVER PARISHES TOURIST COMMISSION  
STATEMENT OF ACTIVITIES - CASH BASIS  
For the Six Months Ended June 30, 2004

UNRESTRICTED NET ASSETS

SUPPORT

Hotel/Motel Tax	\$74,452
	-----
Total Support	74,452

EXPENSES

Program services	
Conference expense	50
Exhibition booth expense	150
Legal Advertisement	16,842
Printing & Reproduction	2,283
Professional Fees	59,695
Promotional Items	782
Travel	1,691
	-----
Total Program services	81,493

Supporting services

General administration	
Computer Expense	1,859
Depreciation	419
Dues	2,055
Interest Expense	267
Leased Employee	19,773
Meals	2,464
Office Expense	412
Postage	469
Rents	90
Service Charges	84
Telephone	876
Unidentified Expenses	9,491
	-----
Total Supporting services	38,260

Total Expenses	119,753
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See Accompanying Notes and Accountant's Compilation Report.

RIVER PARISHES TOURIST COMMISSION  
STATEMENT OF ACTIVITIES - CASH BASIS  
For the Six Months Ended June 30, 2004

	-----	
Excess Expenses over Support	(\$45,301)	
Other Income		
Interest Income	809	
	-----	
INCREASE (DECREASE) IN NET ASSETS	(\$44,493)	
NET ASSETS AT BEGINNING OF YEAR		199,514
	-----	
NET ASSETS AT END OF YEAR		\$155,021
		=====

See Accompanying Notes and Accountant's Compilation Report.

RIVER PARISH TOURIST COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2004

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 June 30, 2004 the Organization had cash and cash equivalents totaling \$151,776. 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 June 30, 2004.

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 June 30, 2004 uninsured cash balance totaled \$58,033.

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 six months ended June 30, 2004 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 exceed budgeted amounts by 52% which exceeds the 5% due to a consultation plan that was not included in the budget in the amount of 59,695.00 which attributes to the entire 52%. The actual revenue was 34% more than what it was budgeted for due to the hotel/motel tax. The budget will be amended to reflect the additional expenditures as well as the revenue.

#### *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*

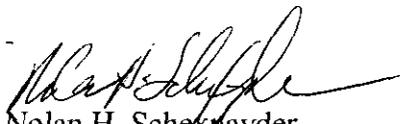
11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

No employees during the period under examination.

Our prior year report, dated June 30, 2004 did include comments and/or unresolved matters that were 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  
December 28, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)

11/26/2004 (Date Transmitted)

Schexnauder Financial Group  
330 Belle Terre Blvd. Ste 201  
Lafayette, LA 70508 (Auditors)

In connection with your review 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 regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (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 38:92, 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
<u>Daleryn Theriot</u>	Treasurer	<u>12-21-04</u> Date
<u>Paul E. Quinn</u>	President	<u>12/20/04</u> Date
	Chairman	

Schexnayder Financial                      Nolan Schexnayder, CPA-PFS  
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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 June 30, 2004 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 adequately addressed and corrected. There were several problems noted during the course of this years work.

### Comment #1

The credit card charge usage by the executive director was addressed in the 12/31/03 management letter and was corrected in 2004. However because the financial statements for the year ended 12/31/03 was prepared mid year of 2004, there were still unauthorized usage in the months of January and February of 2004. This comment is for you to be aware that there were unidentified expenses in the beginning of 2004; none were incurred after termination of the prior executive director.

### Comment # 2

In priors year there were significant delays in receiving the information to prepare the monthly accounting functions. Even though the turnaround time in receiving the information has dramatically increased, the information can be given in more timely fashion. There needs to be more communication with the board as to when the information is being provided so they can stay on top of this matter. Information should be submitted by the 15<sup>th</sup> day on the following month.

### Comment #3

When the board of directors prepares a budget for an upcoming year, the budget should be within 5% of the actual revenue and expenses. If the budget fails to meet this criteria, the budget should be amended to reflect the actual amounts prior to year end. This was not done this partial year because the decision to change year end occurred after June 30.

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

December 30, 2004

A handwritten signature in black ink, appearing to read "Nolan H. Schexnayder", with a long horizontal line extending to the right.

Nolan H. Schexnayder  
Certified Public Accountant  
Personal Financial Specialist

RECEIVED  
LEGISLATIVE AUDITOR

RIVER PARISHES TOURIST COMMISSION 05 JAN 19 AM 11:09  
134 GOODWILL PLANTATION ROAD  
VACHERIE, LOUISIANA 70090  
TELEPHONE: 225-265-7906

January 18, 2005

Legislative Auditor  
State of Louisiana  
Post Office Box 94397  
Baton Rouge, Louisiana 70804

Dear Sir:

In response to the Audit management letter, we intend to take the following corrective action:

- 1.) We were aware of unauthorized charges by the former executive director in the beginning of January and February of 2004. As of February of 2004, the executive director has resigned and therefore we will take an assertive approach to make sure this carelessness does not happen in the future. Using the Commission's Credit Card for personal use is grounds for termination.
- 2.) We intend to start providing information required to prepare financial statements on a monthly basis within 15 days of month end therefore reducing any delays in which the information is received.
- 3.) We will prepare financial statements showing a comparison of budget and actual so we will be better informed of differences between the budget and actual amounts. We will amend the budget for any amounts that are not within 5%.

Sincerely,

  
Paul G. Aucoin/Chairman