

ALLEN PARISH TOURIST COMMISSION  
ANNUAL FINANCIAL REPORT AND INDEPENDENT AUDITORS' REPORTS  
Year Ended December 31, 2020

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INDEPENDENT AUDITORS' REPORT

December 13, 2021

Board of Commissioners  
Allen Parish Tourist Commission  
Oberlin, LA

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the Allen Parish Tourist Commission, a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, 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 financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Allen Parish Tourist Commission as of December 31, 2020, and the respective changes of financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Tourist Commission has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Allen Parish Tourist Commission's basic financial statements. The schedule of compensation, benefits and other payments to chief executive officer is presented for purpose of additional analysis and is not a required part of the basic financial statements. The schedule of compensation, benefits and other payments to chief executive officer is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2021 on our consideration of the Allen Parish Tourist Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Haggan, Cassidy; Shillery*

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)

ALLEN PARISH TOURIST COMMISSION

Statement of Net Position

December 31, 2020

ASSETS	
Cash	\$ 179,788
Taxes receivable	17,576
Prepaid expenses	8,458
Security deposits	150
Capital assets, net	<u>1,108,184</u>
Total assets	<u>1,314,156</u>
DEFERRED OUTFLOWS OF RESOURCES	
	<u>-</u>
LIABILITIES	
Current liabilities:	
Accounts payable	3,143
Payroll taxes payable	<u>1,829</u>
Total liabilities	<u>4,972</u>
DEFERRED INFLOWS OF RESOURCES	
	<u>-</u>
NET POSITION	
Net investment in capital assets, net of related debt	1,108,184
Unrestricted	<u>201,000</u>
	<u>\$ 1,309,184</u>

The accompanying notes are an integral part of the basic financial statements.



ALLEN PARISH TOURIST COMMISSION

Statement of Activities

Year Ended December 31, 2020

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Revenues (Expenses) and Changes in Net Position</u>
		<u>Hotel/Motel Use Tax</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:				
Tourism Administration	\$ 209,751	\$ 185,207	\$ 36,863	\$ 12,319
Total	<u>\$ 209,751</u>	<u>\$ 185,207</u>	<u>\$ 36,863</u>	<u>12,319</u>
		General revenues:		
			Miscellaneous	2,290
			Interest	628
			Total general revenues	<u>2,918</u>
			Change in net position	15,237
			Net position - beginning	<u>1,293,947</u>
			Net position - ending	<u>\$ 1,309,184</u>

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS (FFS)

ALLEN PARISH TOURIST COMMISSION

Balance Sheet - Governmental Funds

December 31, 2020

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
Cash	\$ 179,788	\$ 164,227
Taxes receivable	17,576	21,535
Due from intergovernmental	-	-
Prepaid expenses	8,458	7,608
Security deposits	150	150
<b>TOTAL ASSETS</b>	<u>205,972</u>	<u>193,520</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
	<u>-</u>	<u>-</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u><u>\$ 205,972</u></u>	<u><u>\$ 193,520</u></u>
<b>LIABILITIES</b>		
Liabilities		
Accounts payable	\$ 3,143	\$ 3,345
Payroll taxes payable	1,829	2,209
<b>Total Liabilities</b>	<u>4,972</u>	<u>5,554</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
	<u>-</u>	<u>-</u>
<b>FUND BALANCES:</b>		
Restricted	-	-
Assigned	34,835	54,905
Unassigned	166,165	133,061
<b>Total Fund Balances</b>	<u>201,000</u>	<u>187,966</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<u><u>\$ 205,972</u></u>	<u><u>\$ 193,520</u></u>

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Reconciliation of the Balance Sheet-Governmental Fund to the  
Statement of Net Position

December 31, 2020

Total fund balance for governmental fund at December 31, 2020		\$ 201,000
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	\$ 109,831	
Museum Artifacts non-depreciable	12,936	
Construction in progress	226,672	
Capital assets, net of \$447,814 accumulated depreciation	<u>758,745</u>	<u>1,108,184</u>
Total net position of governmental activities at December 31, 2020		<u>\$1,309,184</u>

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Governmental Fund

Year Ended December 31, 2020

	<u>2020</u>	<u>2019</u>
REVENUES		
Hotel/Motel use tax	\$ 185,207	\$ 183,974
Interest	628	842
Intergovernmental	36,863	119,041
Miscellaneous income	2,290	3,852
TOTAL REVENUES	<u>224,988</u>	<u>307,709</u>
EXPENDITURES		
Current		
Advertising	13,096	34,959
Bank fees	13	19
Contract labor	1,424	3,473
Dues	1,050	1,550
Employee benefits	-	2,350
Insurance	9,003	7,918
Payroll taxes	5,342	6,706
Per diem - board members	2,000	3,500
Professional fees	14,180	9,810
Promotions	6,164	455
Repairs and maintenance	10,295	13,255
Salaries	69,845	87,665
Supplies	20,335	28,735
Telephone	7,129	6,890
Training and education	-	1,500
Travel	1,439	3,407
Utilities	9,738	13,165
Capital Outlay	40,901	500
TOTAL EXPENDITURES	<u>211,954</u>	<u>225,857</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	13,034	81,852
FUND BALANCE - BEGINNING	<u>187,966</u>	<u>106,114</u>
FUND BALANCE - ENDING	<u>\$ 201,000</u>	<u>\$ 187,966</u>

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balance-Governmental Fund to the Statement of Activities

Year Ended December 31, 2020

Total net changes in fund balances at December 31, 2020 per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 13,034
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The change in net position reported for governmental activities  
in the Statement of Activities different because:

Governmental funds report capital outlays as expenditures.  
However, in the Statement of Activities, the cost of those  
assets is allocated over their estimated useful lives and  
reported as depreciation expense.

Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 40,901	
Depreciation expense for the year ended December 31, 2020	<u>(38,698)</u>	<u>2,203</u>

Total changes in net position at December 31, 2020 per Statement of Activities	<u>\$ 15,237</u>
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The accompanying notes are an integral part of the basic financial statements.

# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2020

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Allen Parish Tourist Commission was created by the Allen Parish Police Jury under LSA-RS 33:4574. The Commission is governed by a board of seven commissioners who are appointed by the Allen Parish Police Jury. The Commission has as its purpose the promotion of tourism within Allen Parish.

The accounting and reporting policies of the Allen Parish Tourist Commission conform to generally accepted accounting principles as applied to governments. Such accounting and reporting procedures conform to the requirements of the industry audit guide, Audits of State and Local Governments. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions on or before November 30, 1989 have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

#### 1. 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 Allen Parish Tourist Commission includes all funds, account groups, et cetera, that are within the oversight responsibility of the Allen Parish Tourist Commission.

As the governing authority, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

- I. Appointing a voting majority of an organization's governing body and
  - a. The ability of the Allen Parish Police Jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Allen Parish Police Jury.
- II. Organizations for which the Allen Parish Police Jury does not appoint a voting majority but are fiscally dependent on the Allen Parish Police Jury.
- III. Organizations for which the reporting entity financial statements could be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon the application of these criteria, Allen Parish Tourist Commission is a component unit of the Allen Parish Police Jury's reporting entity.

# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2020

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### 2. Basis of Presentation

The accompanying basic financial statements of the Allen Parish Tourist Commission have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, "Basic Financial Statements-and Management's Discussion and Analysis-For State and Local Governments", issued in June 1999.

#### Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Allen Parish Tourist Commission as a whole. These statements include all the financial activities of the Allen Parish Tourist Commission's office. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Non-exchange Transactions."

The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Allen Parish Tourist Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include hotel/motel use tax. Revenues that are not classified as program revenues are presented as general revenues.

#### Fund Financial Statements (FFS)

The Allen Parish Tourist Commission uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid managements by segregating transactions related to certain Allen Parish Tourist Commission functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Allen Parish Tourist Commission or its total assets, liabilities, revenues or expenditures of the individual governmental fund is at least 10% of the corresponding total for all governmental funds. The major fund of the Allen Parish Tourist Commission is the General Fund. The Governmental Funds are described below:

#### General Fund:

The general operating fund of the Commission and accounts for all financial resources, except those required to be accounted for in another funds.



# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2020

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### 3. Measurement Focus/Basis of Accounting

The amounts reflected in the governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is the reconciled, through adjustment, to a government-wide view of Allen Parish Tourist Commission operations. 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 measurement made, regardless of the measurement focus applied.

The amounts reflected in the governmental funds use the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Allen Parish Tourist Commission considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for the interest and principal payments on long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

#### Revenues

Those revenues susceptible to accrual are hotel/motel tax and interest.

#### Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Capital expenditures are regarded as expenditures at the time purchased.

When both restricted and unassigned resources are available for use, it is the Commission's policy to use restricted resources first, then unassigned resources as they are needed.

#### 4. Cash

For reporting purposes, cash includes demand deposits, time deposits, and certificates of deposit. Under state law, the Allen Parish Tourist Commission may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2020, the Commission has cash equivalents (book balances) totaling \$179,788 in interest-bearing demand deposit accounts. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting book balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

or custodial bank that is mutually acceptable to both parties (GASB Category 3). At December 31, 2020, the Commission has \$194,292 in deposits (collected bank balances). These deposits are secured from risk by federal deposit insurance

5. Budget

A general fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year-end.

On or before the last meeting of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

The proposed budget is presented to the government's Board of Commissioners for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated. Expenditures may not legally exceed budgeted appropriations at the activity level.

The final budget for 2020 includes the original budget and one amendment during the year.

6. Accounts Receivable

Allen Parish Tourist Commission utilizes the allowance method to recognize doubtful accounts for taxes receivable. The allowance for doubtful accounts at December 31, 2020 was \$0.

Uncollectible amounts due for other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

7. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair value at the date of donation. The Allen Parish Tourist Commission maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

	<u>Estimated Useful Lives</u>
Equipment	5-60 Years
Furniture & fixtures	7-60 Years
Buildings	40-60 Years
Improvements	15-60 Years

## ALLEN PARISH TOURIST COMMISSION

### Notes to Financial Statements

December 31, 2020

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

#### 8. Equity Classification

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets, net of related debt”.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as restricted, assigned and unassigned.

- a. Restricted fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on generally outside actions.
- b. Assigned fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on internal (Board) actions. At December 31, 2020, \$34,835 was assigned to Kiosk development and Myths and Legends projects.
- c. Unassigned fund balance – Includes positive fund balance within the general fund which has not been classified within the above mentioned categories.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and finally, the unassigned fund balance.

#### 9. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

10. Subsequent Events

Management has evaluated subsequent events through December 13, 2021, the date the financial statements are available for issue.

11. Comparative Data

Comparative totals for the prior have been presented in the accompanying financial statements in order to provide an understanding of changes in the Commission's financial position and operations.

NOTE B - HOTEL/MOTEL TAXES

Allen Parish Tourist Commission is authorized to levy and collect a tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within the jurisdiction of the Allen Parish Tourism Commission not to exceed three percent of the rent or fee charged for such occupancy.

NOTE C - CAPITAL ASSETS

A summary of changes in capital assets follows:

	12/31/19 <u>Balance</u>	<u>Additions</u>	<u>Retirements</u>	12/31/20 <u>Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land costs	\$ 109,831	\$ -	\$ -	\$ 109,831
Museum artifacts	12,936	-	-	12,936
Construction in progress	187,576	39,096	-	226,672
Other capital assets:				
Equipment	63,082	617	-	63,699
Furniture & fixtures	203,561	1,188	-	204,749
Buildings	829,219	-	-	829,219
Improvements	<u>108,892</u>	-	-	<u>108,892</u>
Total	<u>1,515,097</u>	<u>40,901</u>	<u>-</u>	<u>1,555,998</u>
Less: Accumulated Depreciation				
Equipment	47,485	5,615	-	53,100
Furniture & fixtures	84,028	12,831	-	96,859
Buildings	235,432	17,502	-	252,934
Improvements	<u>42,171</u>	<u>2,750</u>	-	<u>44,921</u>
Total	<u>409,116</u>	<u>38,698</u>	<u>-</u>	<u>447,814</u>
Net capital assets	<u>\$ 1,105,981</u>	<u>\$ 2,203</u>	<u>\$ -</u>	<u>\$ 1,108,184</u>

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2020

NOTE C - CAPITAL ASSETS – CONTINUED

Depreciation expense in the amount of \$38,698 was charged to tourism administration. The Leatherwood Foundation donated a large number of small artifacts to the Commission during 2006. The Commission utilized certain experts to value many of the artifacts. Many of the artifacts were of nominal or indeterminable value. These items included newspaper clippings, photographs, scrapbooks, military medals, old dental paraphernalia, artwork, collectibles, and a myriad of smaller items. These items were not capitalized because there was neither a readily determinable market nor any practical valuation methods. The Commission has inventoried these items and they are on display in the museum.

Construction in progress at December 31, 2020 of \$226,672 represents cost for the Myths and Legends Byway project. The total final cost is expected to be \$550,000, funded mostly by state and local grants, with the Commission's cost expected to be \$30,000. Completion is expected in 2021.

NOTE D – COMPENSATED ABSENCES

Full time employees receive sick leave at a rate of 96 hours per year. Sick leave expires at the end of each fiscal year and has not been accrued in the financial statements. Full time employees also receive annual leave based upon length of employment. The annual leave becomes available to employees on the anniversary date of each work year. Annual leave is paid to employees upon termination of employment or retirement. Annual leave also expires at the end of each fiscal year and has not been accrued in the financial statements. Employees earn annual leave as follows:

1 Year	5 Days
2-9 Years	10 Days
10+ Years	15 Days

Accrued leave payable was \$0 for the year ended December 31, 2020.

NOTE E - RISK MANAGEMENT

The 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 maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE F – PER DIEM

Per diem paid commissioners for the year ended December 31, 2020 were as follows:

Mike Karam	\$	400
Betty Clement		350
Wilma Hargrove		400
Martha Turner		400
Keith Guillory		100
Odessa House		350
		<u>350</u>
		<u>\$ 2,000</u>

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2020

NOTE G – COMMITMENTS AND CONTINGENCIES

In December 2019, a novel strain of coronavirus was reported in Wuhan, China. The World Health Organization has declared the outbreak to constitute a “Public Health Emergency of International Concern.” The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on our citizens, employees and local industries all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

On August 27, 2020 Hurricane Laura made landfall in Southwest Louisiana as a Category 4 hurricane which was followed by Hurricane Delta on October 8, 2020. The full extent of damages to the District’s facilities or effects on operations have not been determined.

REQUIRED SUPPLEMENTAL INFORMATION

ALLEN PARISH TOURIST COMMISSION

Budgetary Comparison Schedule - General Fund

Year Ended December 31, 2020

	Budget		Actual	Variance
	Original	Final		Favorable (Unfavorable)
REVENUES				
Hotel/Motel use tax	\$ 190,000	\$ 190,000	\$ 185,207	\$ (4,793)
Interest	100	1,500	628	(872)
Intergovernmental	-	47,000	36,863	(10,137)
Miscellaneous income	-	8,000	2,290	(5,710)
TOTAL REVENUES	<u>190,100</u>	<u>246,500</u>	<u>224,988</u>	<u>(21,512)</u>
EXPENDITURES				
Current				
Advertising	14,000	17,300	13,096	4,204
Bank fees	35	50	13	37
Contract labor	2,000	2,000	1,424	576
Dues	1,100	2,000	1,050	950
Employee benefits	-	-	-	-
Insurance	12,700	10,000	9,003	997
Payroll taxes	9,000	6,000	5,342	658
Per diem - board members	4,200	4,200	2,000	2,200
Professional fees	8,500	15,000	14,180	820
Promotions	5,200	6,400	6,164	236
Rent	500	250	-	250
Repairs and maintenance	5,000	19,000	10,295	8,705
Salaries	90,000	68,000	69,845	(1,845)
Supplies	21,000	22,500	20,335	2,165
Telephone	8,500	8,000	7,129	871
Training and education	500	300	-	300
Travel	3,500	2,000	1,439	561
Utilities	13,000	10,000	9,738	262
Capital Outlay	100	50,100	40,901	9,199
TOTAL EXPENDITURES	<u>198,835</u>	<u>243,100</u>	<u>211,954</u>	<u>31,146</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(8,735)	3,400	13,034	9,634
FUND BALANCE - BEGINNING	<u>187,966</u>	<u>187,966</u>	<u>187,966</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 179,231</u>	<u>\$ 191,366</u>	<u>\$ 201,000</u>	<u>\$ 9,634</u>



## OTHER INFORMATION

ALLEN PARISH TOURIST COMMISSION

Schedule of Compensation, Benefits and Other Payments  
To Chief Executive Officer

Year Ended December 31, 2020

Chief Executive Officer: Adagria Haddock, Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 41,220
Benefits-insurance(HSA)	-
Benefits-retirement	-
Benefits-cell phone	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

December 13, 2021

Allen Parish Tourist Commission  
Oberlin, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Allen Parish Tourist Commission, a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated December 13, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Allen Parish Tourist Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Allen Parish Tourist Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and

Allen Parish Tourist Commission  
December 13, 2021  
Page Two

material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or others matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses.

### **Allen Parish Tourist Commission's Response to Findings**

Allen Parish Tourist Commission's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Allen Parish Tourist Commission's response was not subjected to the auditing procedures applied in the audit to the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Governmental Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable of any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Shagun, Cassidy: Skully*

ALLEN PARISH TOURIST COMMISSION

Schedule of Findings and Responses

Year Ended December 31, 2020

1. Summary of Auditors' Results:

Type of auditors' opinion issued: unmodified

Internal control over financial reporting:

Material weakness(es) identified?  yes  no

Control deficiency(ies) identified that are not considered to be material weakness(es)?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

2. Findings Relating to the Financial Statements Which Are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards

Finding 2020-001:

Budgetary Authority and Control

Condition: Inadequate budgeting procedures resulted in revenues being under budget by 5% or more.

Criteria: Inadequate budgeting procedures.

Effect: Violation of Louisiana Revised Statute 39:1310.

Cause: Administrative lack of oversight.

Recommendation: The District should review actual revenues and expenditures on an interim basis and amend the budget if necessary.

Corrective Action Planned/Management Response: The District agrees with the finding and will implement the recommendations.

3. Findings and Questioned Costs for Federal Awards

N/A

4. Prior Year Audit Findings

N/A