

**TANGIPAHOA PARISH CONVENTION AND VISITORS BUREAU  
HAMMOND, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**

**AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

**Tangipahoa Parish Convention and Visitors Bureau**

**Hammond, Louisiana**

Table of Contents

For the Year Ended December 31, 2022

	<u>Exhibit</u>	<u>Schedule</u>	<u>Page</u>
Independent Auditor's Report	-	-	1 - 3
<b>Basic Financial Statements:</b>			
Statement of Net Position	A	-	5
Statement of Activities	B	-	6
Governmental Fund Balance Sheet	C	-	7
Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position	D	-	8
Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance	E	-	9
Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance to the Government-Wide Statement of Activities	F	-	10
Notes to the Financial Statements	-	-	11 - 23
<b>Required Supplemental Information:</b>			
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	-	1	25
Schedule of the Bureau's Proportionate Share of the Net Pension Liability	-	2	26
Schedule of the Bureau's Contributions	-	3	27
<b>Other Supplemental Information:</b>			
Schedule of Compensation Paid to the Board of Directors	-	4	29
Schedule of Compensation, Benefits, and Other Payments to Agency Head	-	5	30
<b>Other Independent Auditor's Report:</b>			
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	-	-	32 - 33
Schedule of Findings and Questioned Costs	-	-	34
Summary Schedule of Prior Audit Findings	-	-	35

Dennis E. James, CPA  
Lyle E. Lambert, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehricht, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA



**JAMES  
LAMBERT RIGGS  
& ASSOCIATES, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
www.jlrcpafirm.com

  
Member of  
American Institute of CPAs  
Society of Louisiana CPAs

## Independent Auditor's Report

Members of the Board of Directors  
Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the general fund of the Tangipahoa Parish Convention and Visitors Bureau (the "Bureau"), a component unit of Tangipahoa Parish Government, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements as listed in the table of contents.

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 general fund of the Bureau, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bureau and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for 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 fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Bureau's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that budgetary comparison schedule, the schedule of the Bureau's proportionate share of the net pension liability, and the schedule of the Bureau's contributions found on pages 25 through 27 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Management has omitted the 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

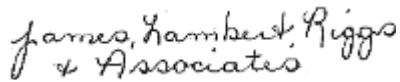
Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bureau's basic financial statements. The accompanying schedule of compensation paid to the board of directors and the schedule of compensation, benefits, and other payments to agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 of compensation paid to the board of directors and the schedule of compensation, benefits, and other payments to agency head are 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 June 14, 2023, on our consideration of the Bureau'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 solely 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 effectiveness of the Bureau's 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 Bureau's internal control over financial reporting and compliance.



James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

June 14, 2023

## **Basic Financial Statements**

**Tangipahoa Parish Convention and Visitors Bureau**  
**Hammond, Louisiana**  
Statement of Net Position  
December 31, 2022

Exhibit A

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 2,229,928
Receivables, Net of Allowance for Uncollectibles	574,259
Investments	756,521
Restricted Cash	90,593
Net Pension Asset	248,414
Right of Use Leased Assets, Net of Accumulated Amortization	32,026
Capital Assets Not Being Depreciated:	
Land	165,870
Capital Assets, Net of Accumulated Depreciation	<u>1,290,576</u>
Total Assets	<u>\$ 5,388,187</u>
<b>Deferred Outflows of Resources</b>	
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	\$ 15,009
Changes in Assumptions	12,955
Changes in Proportion and Differences Between Bureau Contributions and Proportionate Share of Contributions	1,088
Contributions Subsequent to the Measurement Date	<u>39,623</u>
Total Deferred Outflows of Resources	<u>\$ 68,675</u>
<b>Liabilities</b>	
Accounts Payable	\$ 10,598
Payroll Taxes Payable	17,988
Lease Payable - Current	8,324
Lease Payable - Noncurrent	<u>24,910</u>
Total Liabilities	<u>\$ 61,820</u>
<b>Deferred Inflows of Resources</b>	
Differences Between Expected and Actual Experience	\$ 18,004
Differences in Investments	214,874
Changes in Proportion and Differences Between Bureau Contributions and Proportionate Share of Contributions	<u>2,211</u>
Total Deferred Inflows of Resources	<u>\$ 235,089</u>
<b>Net Position</b>	
Net Investment in Capital Assets	\$ 1,488,472
Restricted	90,593
Unrestricted	<u>3,580,888</u>
Total Net Position	<u>\$ 5,159,953</u>

The accompanying notes are an integral part of this statement.

**Tangipahoa Parish Convention and Visitors Bureau**  
**Hammond, Louisiana**  
Statement of Activities  
For the Year Ended December 31, 2022

Exhibit B

	<u>Governmental Activities</u>
<b>Expenses:</b>	
Salaries and Related Benefits	\$ 399,174
Advertising & Promotion	892,979
Automobile	19,834
Commissioner Related	4,433
Dues / Subscriptions	48,162
Grant Expenditures	20,000
Insurance	16,547
Office Supplies	46,064
Rent Expenses	5,111
Professional Fees	31,035
Repairs & Maintenance	154,134
Training	2,108
Utilities	39,129
Other	31,936
Interest	151
Depreciation & Amortization Expense	<u>79,500</u>
Total Expenses	1,790,297
 <b>Program Revenues:</b>	
Operating Grant Revenue	<u>20,000</u>
Total Program Revenues	<u>20,000</u>
Net Program (Expense) / Revenue	(1,770,297)
 <b>General Revenues:</b>	
Taxes, Net of Collection Fees	1,306,046
Intergovernmental	566,008
Interest	24,854
Other Revenue	34,548
Contributions from Non-Employer Contributing Entities	<u>4,363</u>
Total General Revenues	<u>1,935,819</u>
Excess / (Deficiency) of Revenues over Expenditures	165,522
 <b>Net Position - Beginning of the Year</b>	 <u>4,994,431</u>
<b>Net Position - End of the Year</b>	<b><u><u>\$ 5,159,953</u></u></b>

The accompanying notes are an integral part of this statement.



**Tangipahoa Parish Convention and Visitors Bureau**  
**Hammond, Louisiana**  
Governmental Fund Balance Sheet  
December 31, 2022

Exhibit C

**Assets**

Cash and Cash Equivalents	\$ 2,229,928
Receivables, Net of Allowance for Uncollectibles	574,259
Investments	756,521
Restricted Cash	<u>90,593</u>
 Total Assets	 <u><u>\$ 3,651,301</u></u>

**Liabilities and Fund Balance**

Liabilities:

Accounts Payable	\$ 10,598
Payroll Taxes Payable	<u>17,988</u>
Total Liabilities	28,586

Fund Balance:

Fund Balance - Restricted	90,593
Fund Balance - Committed	1,010,000
Fund Balance - Unassigned	<u>2,522,122</u>
Total Fund Balance	<u><u>3,622,715</u></u>

Total Liabilities and Fund Balance	<u><u>\$ 3,651,301</u></u>
------------------------------------	----------------------------

The accompanying notes are an integral part of this statement.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Exhibit D

Reconciliation of the Governmental Fund Balance Sheet to the  
Government-Wide Statement of Net Position  
December 31, 2022

**Total Fund Balance, Governmental Fund (Exhibit C)** \$ 3,622,715

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Net Investment in Capital Assets	1,456,446
Right of Use Assets, Net of Accumulated Amortization	32,026

Some liabilities are not due and payable in the current period and, therefore are not reported in the funds. These liabilities consist of:

Lease Payable	(33,234)
---------------	----------

In accordance with Governmental Accounting Standards Board Statement No. 68, the net pension asset related to pension plans, deferred outflows of resources, and deferred inflows of resources are not recorded in the governmental funds.

Net Pension Asset	248,414
Deferred Outflows of Resources	68,675
Deferred Inflows of Resources:	<u>(235,089)</u>

**Net Position of Governmental Activities (Exhibit A)** \$ 5,159,953

The accompanying notes are an integral part of this statement.

**Tangipahoa Parish Convention and Visitors Bureau**  
**Hammond, Louisiana**  
Statement of Governmental Fund Revenues, Expenditures, and  
Changes in Fund Balance  
For the Year Ended December 31, 2022

Exhibit E

**Revenues:**

Taxes, Net of Collection Fees	\$ 1,306,046
Intergovernmental	566,008
Interest	24,854
Grant Revenue	20,000
Miscellaneous Revenue	<u>34,548</u>
Total Revenues	1,951,456

**Expenditures:**

Salaries & Related Benefits	481,228
Advertising & Promotion	892,979
Automobile	19,834
Commissioner Related	4,433
Dues / Subscriptions	48,162
Grant Expenditures	20,000
Insurance	16,547
Office Supplies	46,064
Rent Expenses	41,140
Professional Fees	31,035
Repairs & Maintenance	154,134
Training	2,108
Utilities	39,129
Other Expenditures	31,936
Lease Expense	2,946
Capital Outlay	<u>79,827</u>
Total Expenditures	<u>1,911,502</u>

Excess (Deficiency) of Revenues over Expenditures	39,954
---	--------

**Other Financing Sources (Uses):**

Lease Proceeds	<u>36,029</u>
Total Other Financing Sources (Uses)	<u>36,029</u>

Net Change in Fund Balance	<u>75,983</u>
----------------------------	---------------

<b>Fund Balance - Beginning of the Year</b>	<u>3,546,732</u>
<b>Fund Balance - End of the Year</b>	<u><u>\$ 3,622,715</u></u>

The accompanying notes are an integral part of this statement.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Exhibit F

Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and  
Changes in Fund Balance to the Government-Wide Statement of Activities  
For the Year Ended December 31, 2022

<b>Net Change in Fund Balance, Governmental Fund (Exhibit E)</b>	\$	75,983
--	----	--------

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. These differences consist of:

Capital Outlay		79,827
Depreciation Expense		(75,497)
Right of Use Asset Lease		36,029
Amortization Expense		(4,003)

Some of the capital assets acquired were financed with capital leases. Capital leases are not revenues in the statement of activities, but rather constitute long term liabilities in the statement of net position.		(36,029)
--	--	----------

Repayment of lease obligations is an expenditure in the governmental fund, but the repayment reduces long-term liabilities in the statement of net position.		2,795
--	--	-------

In accordance with Governmental Accounting Standards Board Statement No. 68, the net pension asset related pension plans is not required to be recorded in the governmental fund financial statements. Adjustments to pension expense related to charges in deferred outflows of resources and deferred inflows of resources are reflected in the statement of activities:

Net Change in Pension Expense		82,054
Contributions from Non-Employer Contributing Entities		<u>4,363</u>

<b>Change in Net Position of Governmental Activities (Exhibit B)</b>	\$	<u><u>165,522</u></u>
--	----	-----------------------

The accompanying notes are an integral part of this statement.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

**Narrative Profile**

The Tangipahoa Parish Convention and Visitors Bureau (hereafter referred to as the "Bureau") was created by Ordinance No. 79-12-1 of the Tangipahoa Parish Council (hereafter referred to as the "Council") as provided by Louisiana Revised Statutes (LRS) 33:4574-4574.3. The purpose and duties of the Bureau are to promote tourism within Tangipahoa Parish. The Bureau is governed by a board of eight directors appointed by the Council for three-year terms.

To fund the operations of the Bureau, a four percent tax is levied upon the rental or fee charged for the occupancy of hotel rooms, motel rooms, and overnight camping facilities within Tangipahoa Parish. The Sheriff of Tangipahoa Parish acts as collecting agent for the tax for a fee of five percent of the taxes collected. The Bureau presently has six (6) full-time employees and four (4) part-time, which staff a full-time tourist information center in Hammond, Louisiana.

The accounting and reporting policies of the Bureau conform to generally accepted accounting principles (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Such accounting and reporting procedures also conform to the requirements of LRS 24:513 and to the guidance set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide, *Audits of State and Local Governmental Units*.

**1. Summary of Significant Accounting Policies**

**A. Financial Reporting Entity**

As the governing authority of the parish, for reporting purposes, the Council is the financial reporting entity for Tangipahoa Parish. The financial reporting entity consists of (a) primary government (Parish Council), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the 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.

Because the Council appoints the board members, the Bureau was determined to be a component unit of the Council, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Bureau and do not present information on the Council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**B. Basic Financial Statements – Government-Wide Financial Statements**

The Bureau's basic financial statements include both government-wide (reporting the Bureau's office as a whole) and fund financial statements (reporting the Bureau's major fund). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. All Bureau activities are classified as governmental activities. The Bureau has no business-type activities.

*Statement of Net Position* – In the government-wide Statement of Net Position, the governmental activities (a) are presented on a consolidated basis, (b) and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Bureau's net position is reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position. The Bureau first utilizes restricted resources to finance qualifying activities.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

*Statement of Activities* – The government-wide Statement of Activities reports both the gross and net cost of the Bureau’s functions. The functions are also supported by general revenues (hotel / motel taxes, state allocations, interest income, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. Program revenues must be directly associated with the ongoing operations of the Bureau. Operating grants include operating-specific and discretionary (either operating or capital) grants, while capital grants report capital-specific grants and contributions. The net costs (by function) are normally covered by general revenues.

The Bureau does not allocate indirect costs.

This government-wide focus is more on the sustainability of the Bureau as an entity and the change in the Bureau’s net position resulting from the current year’s activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Bureau are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

The emphasis in fund financial statements is on the major funds. Non-major funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures / expenses of either fund category or the governmental and business-type combined) for the determination of major funds. The non-major funds are combined in a column in the fund financial statements. The Bureau has no business-type funds.

Governmental Funds – The focus of the governmental funds’ measurement (in the fund statements) is the determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income.

The Bureau reports the following governmental fund:

General Fund – The General Fund is the general operating fund of the Bureau. It is used to account for all financial resources, except those required to be accounted for in another fund.

The activities reported in this fund are reported as governmental activities in the government-wide financial statements.

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet in the funds statements. Capital assets and long-term liabilities are included in the government-wide statements. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net fund balances.

The government-wide Statement of Net Position and Statement of Activities are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these activities are included on the Statement of Net Position.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

The fund financial statements of the governmental funds are maintained and reported on the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the period in which they become measurable and available. The Bureau considers all revenues available if they are collected within 60 days after year-end. Interest income is recorded as earned. Federal and state reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred. Expenditures are recorded when the fund liability is incurred.

The Statement of Net Position and the Statement of Activities are presented on the accrual basis of accounting. Under this method of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred without regard to receipt or disbursement of cash.

E. Budgetary Practices

In accordance with LRS 33:4574.2, the Bureau prepares and submits its annual budget to the Council for approval. The Council approves the annual budget submitted by the Bureau through the adoption of a parish ordinance. Amendments to the adopted budget require approval of the Council in the same manner as the adoption of the original budget. The Bureau prepares its budget on the modified accrual basis of accounting. The budgets presented in these financial statements are as originally adopted, or amended.

F. Cash and Investments

The Bureau's cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Under state law, the Bureau may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, the Bureau may also invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

G. Capital Assets

Capital outlays are recorded as expenditures of the governmental funds and as assets in the government-wide financial statements to the extent the Bureau's capitalization threshold is met. Capital assets are valued at historical cost or estimated historical cost if actual cost was not available. Donated capital assets are valued at their estimated fair market value at the date of donation.

Maintenance, repairs, and minor equipment are charged to operations when incurred. Expenditures that materially change capacities or extend useful lives are capitalized. Upon sale or retirement of land, buildings, and equipment, the cost and related accumulated depreciation, if applicable, are eliminated from the respective accounts and any resulting gain or loss is included in the results of operations.

H. Pension Plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Bureau's pension plan and additions to / deductions from the plan's fiduciary net position have been determined on the accrual basis, which is the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

**I. Compensated Absences**

Each full-time employee shall be entitled to vacation leave with pay. Vacation leave shall accrue in accordance with the following schedule of continuous service on each employee's anniversary date:

- One Year – Five Days
- Two through Nine Years – Ten Days
- Ten years and over – Fifteen Days

Employees may carry vacation time over to their next anniversary year not to exceed 240 hours. Upon separation from service, employees are paid at their current rate of pay for any accrued vacation leave.

Each full-time employee shall be entitled to sick leave with pay. Sick leave shall accrue at the rate of one day for each month of continuous employment until a maximum of 1,440 hours has been accumulated. Accrued sick time is not paid at termination of employment.

Compensatory Time – K-Time shall be calculated at one and one-half hours for each hour of overtime earned. Employees may accumulate compensatory time until the balance reaches 80 hours. Subsequent overtime earned must be paid as overtime and no longer accumulated as compensatory time. Upon separation from service, compensatory time is payable at the employee's current rate of pay.

Total unused benefit time was considered immaterial at December 31, 2022 and has not been reflected in these financial statements.

**J. Net Position**

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

1. Net Investment in Capital Assets – consists of the historical cost of capital assets, including any 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.
2. Restricted – this component of net position consists of assets that have constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
3. Unrestricted – all other net position is reported in this category.

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

**K. Fund Balance**

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable Fund Balance – amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact.



**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

2. Restricted Fund Balance – amounts that can be spent only for the specific purposes due to enabling legislation, State, or Federal laws, or externally imposed by grantors, creditors, or citizens.
3. Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the Board of Directors (the Bureau’s highest level of decision-making authority).
4. Assigned Fund Balance – amounts intended to be used by the Bureau for specific purposes but do not meet the criteria to be classified as restricted or committed.
5. Unassigned Fund Balance – all amounts not included in other spendable categories.

The Bureau considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available.

As of December 31, 2022, the Bureau did not have any nonspendable or assigned fund balances.

L. Adopted Accounting Pronouncements

The GASB issued Statement No. 87, *Leases*. The objective of GASB 87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. In May 2020, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, postponing the effective date of GASB 87 to reporting periods beginning after June 15, 2021. The Bureau adopted the provisions of GASB Statement No. 87, *Leases* during 2022.

M. Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**2. Stewardship, Compliance, and Accountability**

A. Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles. All annual appropriations lapse at year-end. See Note 1-E for the procedures the Bureau follows regarding budgets and budgetary accounting. The Bureau complied with all aspects of the Louisiana Local Government Budget Act.

B. Deposits and Investment Laws and Regulations

In accordance with state law, all uninsured deposits of funds in financial institutions must be secured with acceptable collateral valued at the lower of market or par. As reflected in Note 3 regarding cash, cash equivalents, and investments, the Bureau complied with the deposits and investments laws and regulations.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

C. Deficit Fund Equity

As of December 31, 2022, the Bureau had no funds with deficit fund equities.

**3. Cash, Cash Equivalents, and Investments**

As reflected on Exhibit A, the Bureau has cash totaling \$2,320,521 (of which \$90,593 is restricted) and investments totaling \$756,521 at December 31, 2022.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank 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 bank. These pledged securities are held by and in the name of the fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. The following is a summary of cash and investments (bank balances) at December 31, 2022, with the related federal deposit insurance and pledge securities:

Bank Balances:

Insured (FDIC Insurance)	\$ 615,203
Louisiana Asset Management Pool Funds (LAMP)	1,916,876
Collateralized:	
Collateral held by the Bureau's agent in the Bureau's name	-
Collateral held by pledging bank's trust department in the Bureau's name	-
Collateral held by pledging bank's trust department not in the Bureau's name	583,428
Uninsured and Uncollateralized	-
Total Deposits	\$ 3,115,507

Even though the pledged securities are not held in the entity's name, LRS 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Bureau that the fiscal agent has failed to pay deposited funds upon demand. Deposits collateralized by pledged securities are considered to be exposed to credit risk (Category 3) under the provisions of GASB Statement 40. Custodial credit risk is the risk that in the event of a bank failure, the Bureau's deposits may not be returned to it. The Bureau does not have a deposit policy for custodial risk. As of December 31, 2022, the Bureau was in compliance with state law which requires any uninsured cash balances with the fiscal agent bank to be adequately collateralized by a pledge of securities.

The Bureau reports its investments in LAMP as cash due to the highly liquid nature of these deposits.

LAMP is administered by LAMP, Inc., a non-profit organized under the laws of the State of Louisiana. Only local government entities 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 in accordance with LSA-R.S. 33:2955.

GASB Statement 40, *Deposit and Investment Risk Disclosure*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard and Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating / variable rate investments. The WAM for LAMP's total investment is 52 days as of December 31, 2022.
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. If you have any questions, please feel free to contact LAMP administrative offices at 800-249-5267.

**4. Receivables**

Accounts receivable at December 31, 2022, consisted of the following:

4% Hotel, Motel, and Campground Taxes	
due from Tangipahoa Parish Sheriff	\$ 179,432
Accrued Interest Receivable	4,492
State Appropriations Receivable	<u>390,335</u>
Total Amounts Due	<u>\$ 574,259</u>

The Bureau calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. No allowance for uncollectible receivables is required at December 31, 2022.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

**5. Capital Assets**

Capital asset activity for the year ended December 31, 2022, including depreciation expense of \$75,497 and amortization expense of \$4,003, is as follows:

Description	Balance 12/31/2021	Increases	Decreases	Balance 12/31/2022
Capital Assets Not Depreciated:				
Land	\$ 165,870	\$ -	\$ -	\$ 165,870
Other Capital Assets:				
Buildings	1,691,875	52,000	-	1,743,875
Vehicles	-	-	-	-
Equipment	175,953	14,227	-	190,180
Furniture	150,806	13,600	-	164,406
Improvements	380,271	-	-	380,271
Total Other Capital Assets	2,398,905	79,827	-	2,478,732
Less: Accumulated Depreciation	(1,112,659)	(75,497)	-	(1,188,156)
Other Capital Assets, Net	1,286,246	4,330	-	1,290,576
Lease Assets:				
Vehicle	-	36,029	-	36,029
Less: Total Accumulated Amortization	-	(4,003)	-	(4,003)
Total Lease Assets, Net	-	32,026	-	32,026
Total	\$ 1,452,116	\$ 36,356	\$ -	\$ 1,488,472

Capital assets are stated at cost, less an allowance for accumulated depreciation. Depreciation expense is computed using the straight-line method of the estimated useful lives as follows:

Vehicles	5 Years
Furniture	7 Years
Equipment	5 Years
Buildings	40 Years

**6. Employee Pension Plan – Parochial Employees’ Retirement System of Louisiana**

***General Information about the Pension Plan***

Plan Description – Employees of the Bureau are eligible for participation in the Parochial Employees’ Retirement System of Louisiana (the “System”) – a cost-sharing, multiple-employer defined benefit pension plan administered by a Board of Trustees and established by Act 205 of the 1952 Regular Session of the Louisiana Legislature. The System issues a publicly available financial report that can be obtained at [www.persla.org](http://www.persla.org). The report may also be obtained by writing to the Parochial Employees' Retirement System of Louisiana, 7905 Wrenwood Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 928-1361.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

**Benefits Provided** – The System provides retirement, disability, and death benefits. For employees hired prior to January 1, 2007, employees who retire at or after age 65 with at least 7 years of creditable service, at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3.0% of their final-average salary for each year of creditable service. For employees hired after January 1, 2007, employees who retire at or after age 67 with at least 7 years of creditable service, at or after age 62 with at least 10 years of creditable service, or at age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3.0% of their final-average salary for each year of creditable service. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Under state law, cost of living increases to benefits are allowable for up to 2.0% or 2.5%, depending on the employee’s age and retirement date.

**Contributions** – Per Act 765 of the 1979 Regular Session of the Louisiana Legislature, contribution rates for employees are established by state law and employer contribution rates are actuarially determined each year by the System’s Board of Trustees . Employees are required to contribute 9.50% of their annual pay. The Bureau’s contractually required contribution rate was 11.5% for 2022. Contributions to the System from the Bureau were \$39,623 for the year ended December 31, 2022.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At December 31, 2022, the Bureau reported an asset of \$248,414 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Bureau’s proportion of the net pension liability was based on a projection of the Bureau’s December 31, 2022, contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2021, the Bureau’s proportion was 0.052737%, which was an increase of 0.001411% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, the Bureau recognized pension expense of \$(42,431). At December 31, 2022, the Bureau reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 15,009	\$ 18,004
Changes of Assumptions	12,955	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	214,874
Changes in Proportion and Differences Between the Bureau's Contributions and Proportionate Share of Contributions	1,088	2,211
Bureau Contributions Subsequent to the Measurement Date	39,623	-
	\$ 68,675	\$ 235,089

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

\$39,623 reported as deferred outflows of resources related to pensions resulting from Bureau contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

**Year Ended:**

December 31, 2022	\$ (41,057)
December 31, 2023	(85,509)
December 31, 2024	(56,473)
December 31, 2025	(23,032)
	\$ (206,071)

Actuarial Assumptions – The total pension liability in the December 31, 2021, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	December 31, 2021
Actuarial Cost Method	Plan A - Entry Age Normal
Investment Rate of Return	6.40%, Net of Investment Expense
Expected Remaining Service Lives	4 Years
Projected Salary Increases	Plan A - 4.75%

Cost of Living Adjustments

The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.

Mortality

Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

Inflation Rate	2.30%
----------------	-------

The mortality rate assumption used in the December 31, 2021, valuation was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up), and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing / diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2021.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	33.00%	0.85%
Equity	51.00%	3.23%
Alternatives	14.00%	0.71%
Real Assets	2.00%	0.11%
Total	100.00%	4.90%
Inflation		2.10%
Expected Arithmetic Nominal Return		7.00%

Discount Rate – The discount rate used to measure the total pension liability was 6.40%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from participating employers will be made at the actuarially determined rates approved by the Louisiana Public Retirement Systems’ Actuarial Committee (“PR SAC”) taking into consideration the recommendation of the System’s actuary. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

Sensitivity of the Bureau’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the Bureau’s proportionate share of the net pension asset calculated using the discount rate of 6.40%, as well as what the Bureau’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

	<u>1.0% Decrease (5.40%)</u>	<u>Current Discount Rate (6.40%)</u>	<u>1.0% Increase (7.40%)</u>
Bureau's Proportionate Share of the Net Pension Liability / (Asset)	\$ 44,287	\$ (248,414)	\$ (493,605)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan’s fiduciary net position is available in the separately issued System financial report.

Payables to the Pension Plan – As of December 31, 2022, the Bureau had payables totaling \$17,988, due to the System, which represents the employee and employer’s share of the fourth quarter 2022 contributions.

**7. Other Postemployment Benefits**

The Bureau offers a retirement group insurance plan to qualifying employees upon separation of services. The plan includes employer provided health insurance benefits offered to current full-time employees. In order to qualify for participation in the plan, an employee must have at least twenty-five years in the Parochial Employees’ Retirement System. The participant must also have been covered under the employee group insurance plan for at least one year prior to retirement. A plan participant may only select coverage up to the extent that the participant had coverage under the employee plan for the year prior to retirement. The Bureau covers the cost of the premium for the retired employee for a maximum of three years or until the retired employee is eligible for Medicare, whichever comes first. The retired employee may elect to continue coverage on dependents; however, the Bureau does not share in the cost.

No accrual for other postemployment benefits has been made as of December 31, 2022, as the amount is immaterial.

**8. Restricted Fund Balance / Net Assets**

The restricted fund balance / net assets include funds that can only be used for Southeast Louisiana Gumbo. Southeast Louisiana Gumbo is an alliance of several parish tourist commissions located in south Louisiana whose goal is to promote tourism in the area. Each member contributes to the alliance and funds are maintained in a separate bank account. The Bureau has been entrusted with the custody of these funds.



**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Notes to the Financial Statements (Continued)  
For the Year Ended December 31, 2022

**9. Committed Fund Balance**

The committed fund balance includes funds that were designated by the Board of Directors for future technology, infrastructure, and improvements.

**10. Leases**

The Bureau implemented GASB Statement 87, *Leases*, effective July 1, 2021, i.e., at the beginning of the current year. The Bureau determines if an arrangement is a lease accounted for under the lease standard at the inception of the agreement based on the terms and conditions in the contract. Basically, a contract is a lease if it conveys control of an underlying asset in an exchange or exchange-like transaction, unless ownership is transferred at the end of the term. As a lessee, the Bureau records a lease liability and a corresponding right-of-use asset for all leases with a term greater than 12 months.

In September 2022, the Bureau entered into a lease purchase agreement with Enterprise Fleet Management for the lease of a 2022 Ford Expedition. The lease is for 36 months with monthly payments of \$736.59 at an interest rate of 1.75%. The lease contains a bargain purchase agreement at the end of the lease. At December 31, 2022, the Bureau recorded an asset of \$36,029 with accumulated amortization of \$4,003. The balance of the lease is \$33,235 with a current portion of \$8,324 as of December 31, 2022. Total payments during 2022 totaled \$2,795 of principal and \$151 of interest.

The following is a summary of the changes in capital lease payables for the year ended December 31, 2022:

	Balance at 01/01/22	Debt Issued	Debt Retired	Balance at 12/31/22
2022 Ford Expedition	\$ -	\$ 36,029	\$ 2,795	\$ 33,234

The annual requirements to amortize outstanding debt at December 31, 2022, are as follows:

Year Ended December 31	Lease Payments
2023	\$ 8,839
2024	8,839.00
2025	16,618.00
	34,296.00
Less: Interest Portion	1,062.00
	\$ 33,234

**11. Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 14, 2023. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

## **Required Supplementary Information**

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Schedule 1

Statement of Revenues, Expenditures, and Changes in Fund Balance –  
Budget (GAAP Basis) and Actual – General Fund  
For the Year Ended December 31, 2022

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget Favorable / (Unfavorable)
<b>Revenues:</b>				
Taxes	\$ 850,000	\$ 850,000	\$ 1,374,785	\$ 524,785
Less: Collection Fee	(40,000)	(40,000)	(68,739)	(28,739)
Intergovernmental	500,000	500,000	566,008	66,008
Interest	8,000	8,000	24,854	16,854
Grant Revenue	-	-	20,000	20,000
Other Revenue	75,000	75,000	34,548	(40,452)
Total Revenues	1,393,000	1,393,000	1,951,456	558,456
<b>Expenditures:</b>				
Current:				
Salaries & Related Benefits	524,500	524,500	481,228	43,272
Advertising & Promotion	751,000	951,000	892,979	58,021
Automobile Expense	23,000	23,000	19,834	3,166
Commissioner Related	3,000	3,000	4,433	(1,433)
Dues & Subscriptions	48,000	48,000	48,162	(162)
Grant Expenditures	-	-	20,000	(20,000)
Insurance	16,500	16,500	16,547	(47)
Office Supplies	42,000	42,000	46,064	(4,064)
Rent Expenses	5,000	5,000	41,140	(36,140)
Professional Fees	36,000	36,000	31,035	4,965
Repairs & Maintenance	36,000	150,000	154,134	(4,134)
Training	10,000	10,000	2,108	7,892
Utilities	48,000	48,000	39,129	8,871
Other	-	-	31,936	(31,936)
Lease Expense	-	-	2,946	(2,946)
Capital Outlay	100,000	100,000	79,827	20,173
Total Expenditures	1,643,000	1,957,000	1,911,502	45,498
<b>Other Financing Sources:</b>				
Lease Proceeds	-	-	36,029	36,029
Total Other Financing Sources	-	-	36,029	36,029
Excess (Deficiency) of Revenues over Expenditures	(250,000)	(564,000)	75,983	639,983
<b>Fund Balance:</b>				
Beginning of the Year	2,231,812	3,546,732	3,546,732	-
End of the Year	\$ 1,981,812	\$ 2,982,732	\$ 3,622,715	\$ 639,983

See independent auditor's report.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Schedule 2

Schedule of the Bureau's Proportionate Share of the Net Pension Liability  
For the Year Ended December 31, 2022

<u>Fiscal Year*</u>	<u>Bureau's Proportion of the Net Pension Liability</u>	<u>Bureau's Proportionate Share of the Net Pension Liability</u>	<u>Bureau's Covered Employee Payroll</u>	<u>Bureau's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
2022	0.052737%	\$ 248,414	\$ 344,551	72.10%	99.89%
2021	0.051326%	\$ 89,996	\$ 353,831	25.43%	99.89%
2020	0.054175%	\$ 2,550	\$ 342,812	0.74%	99.89%
2019	0.053737%	\$ 238,504	\$ 343,510	69.43%	88.86%
2018	0.051355%	\$ (38,118)	\$ 330,358	-11.54%	101.98%
2017	0.053147%	\$ 109,457	\$ 316,099	34.63%	94.15%
2016	0.051693%	\$ 136,071	\$ 315,194	43.17%	92.23%
2015	0.052752%	\$ 14,423	\$ 312,965	4.61%	99.15%
2014	0.066969%	\$ 4,759	\$ 363,623	1.31%	99.77%

\* The amounts presented for each fiscal year were determined as of December 31 of that year

See independent auditor's report.

**Tangipahoa Parish Convention and Visitors Bureau**  
**Hammond, Louisiana**  
 Schedule of Bureau Contributions  
 For the Year Ended December 31, 2022

Schedule 3

<u>Fiscal Year*</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency / (Excess)</u>	<u>Bureau's Covered Employee Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2022	\$ 39,623	\$ 39,623	\$ -	\$ 344,551	11.50%
2021	\$ 43,344	\$ 43,344	\$ -	\$ 353,831	12.25%
2020	\$ 41,994	\$ 41,994	\$ -	\$ 342,812	12.25%
2019	\$ 39,504	\$ 39,504	\$ -	\$ 343,510	11.50%
2018	\$ 37,991	\$ 37,991	\$ -	\$ 330,358	11.50%
2017	\$ 40,764	\$ 40,764	\$ -	\$ 316,099	12.90%
2016	\$ 40,975	\$ 40,975	\$ -	\$ 315,194	13.00%
2015	\$ 50,074	\$ 50,074	\$ -	\$ 312,965	16.00%
2014	\$ 60,907	\$ 60,907	\$ -	\$ 363,623	16.75%

\* The amounts presented for each fiscal year were determined as of December 31 of that year

See independent auditor's report.

## **Other Supplemental Information**

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Schedule 4

Schedule of Compensation Paid to the Board of Directors  
For the Year Ended December 31, 2022

<u>Name and Address</u>	<u>Position</u>	<u>Compensation</u>	<u>Term Expires</u>
Alvin Stevens 65304 Highway 1058 Roseland, LA 70456	Director Chairman	-	April 2024
Jessica Bennett 129 College Dr. Hammond, LA 70401	Director Co-Chair	-	April 2023
Braville LeBlanc 132 Braville Street Ponchatoula, LA 70454	Director Treasurer	-	April 2023
Pathik Patel 200 Westin Oaks Drive Hammond, LA 70403	Director	-	April 2023
Rosemary Ridgedell 19228 Highway 40 Loranger, LA 70446	Director	-	April 2025
Mayson Foster 800 W. Dakota Street Hammond, LA 70401	Director	-	April 2024
Rev. Jerry Hanible P.O Box 206 Hammond, LA 70404	Director	-	April 2022
Dr. Leslie Mabry, Jr. P.O. Box 744 Amite, LA 70422	Director	-	April 2022
Letha Cook P O Box 607 Independence, LA 70443	Director		April 2025
Phyllis McCraney 605 JW Davis Drive Hammond, LA 70403	Director		April 2025
		<u>\$</u> -	

See independent auditor's report.

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Schedule 5

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2022

**Agency Head: Carla Tate, Executive Director**

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 88,298
Benefits - Insurance	12,752
Benefits - Retirement	10,154
Deferred Compensation	-
Benefits - Other - Supplemental Pay	-
Car Allowance	-
Vehicle Provided by Government	-
Vehicle Rental	-
Cell Phone	900
Dues	-
Per Diem	-
Reimbursements	6,697
Travel	-
Registration Fees	-
Conference Travel	-
Housing	-
Unvouchered Expenses	-
Special Meals	-
Other	-
	<u>\$ 118,801</u>

See independent auditor's report.



**Other Independent Auditor's Reports and  
Findings and Recommendations**



Independent Auditor's 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*

Members of the Board of Directors  
Tangipahoa Parish Convention and Visitors Bureau  
Hammond, 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 governmental activities and the general fund of the Tangipahoa Parish Convention and Visitors Bureau, as of for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Tangipahoa Parish Convention and Visitors Bureau's basic financial statements, and have issued our report thereon dated June 14, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Tangipahoa Parish Convention and Visitors Bureau's internal control over financial reporting (internal control) as a basis for designing 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 Tangipahoa Parish Convention and Visitors Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tangipahoa Parish Convention and Visitors Bureau'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity'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. 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.

**Report on Compliance and Other Matters**

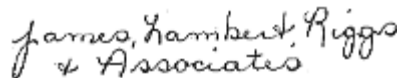
As part of obtaining reasonable assurance about whether the Tangipahoa Parish Convention and Visitors Bureau's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective

Tangipahoa Parish Convention and Visitors Bureau  
June 14, 2023

of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results 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 *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

June 14, 2023

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2022

We have audited, 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, the financial statements of the governmental activities and the general fund of the Tangipahoa Parish Convention and Visitors Bureau as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements, and have issued our report thereon dated June 14, 2023. Our audit of the basic financial statements resulted in an unmodified opinion.

Section I Summary of Auditor's Reports

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control:

Material Weakness	___	Yes	_X_	No
Significant Deficiencies	___	Yes	_X_	No

Compliance:

Compliance Material to the Financial Statements	___	Yes	_X_	No
---	-----	-----	-----	----

2. Management Letter

Was a management letter issued?	___	Yes	_X_	No
---------------------------------	-----	-----	-----	----

Section II Financial Statement Findings

**Internal Control over Financial Reporting**

None

**Compliance and Other Matters**

None

**Tangipahoa Parish Convention and Visitors Bureau  
Hammond, Louisiana**

Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2022

<u>Ref. #</u>	<u>Fiscal Year Findings Initially Occurred</u>	<u>Description of Findings</u>	<u>Corrective Action Taken</u>	<u>Corrective Action Taken</u>
---------------	--	------------------------------------	------------------------------------	------------------------------------

**Internal Control over Financial Reporting**

None

**Compliance and Other Matters**

None

*Note: This schedule has been prepared by the management of the Tangipahoa Parish Convention and Visitors Bureau.*

**TANGIPAOA PARISH CONVENTION & VISITORS BUREAU**  
**STATEWIDE AGREED UPON PROCEDURES ENGAGEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

Dennis E. James, CPA  
Lyle E. Lambert, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehricht, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA



**JAMES  
LAMBERT RIGGS  
& ASSOCIATES, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
www.jlrcpafirm.com

  
Member of  
American Institute of CPAs  
Society of Louisiana CPAs

## **Independent Accountants' Report on Applying Agreed-Upon Procedures**

Ms. Carla Tate, Executive Director  
and Board of Commissioners  
Tangipahoa Parish Convention & Visitors Bureau  
Hammond, Louisiana

Louisiana Legislative Auditor  
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. The Tangipahoa Parish Convention & Visitors Bureau (the "Bureau") management is responsible for those C/C areas identified in the SAUPs.

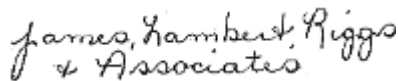
The Bureau has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are detailed in Schedule "A."

We were engaged by the Bureau to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Bureau and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

A handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

June 14, 2023

Written Policies and Procedures

---

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Disbursements**, including processing, reviewing, and approving.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Receipts / Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Payroll / Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
    - **Results:** No exceptions were noted as a result of the above listed procedures.



- **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure / EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- **Information Technology Disaster Recovery / Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing / verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches / updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.
  - **Results:** No exceptions were noted as a result of the above listed procedures.

***Board or Finance Committee***

---

2. Obtain and inspect the board / finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - Observe that the board / finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

- For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Observe whether the board / finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.
  - **Results:** No exceptions were noted as a result of the above listed procedures.

### ***Bank Reconciliations***

---

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

Collections (excluding electronic funds transfers)

---

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash / checks / money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - Employees responsible for cash collections do not share cash drawers / registers.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Each employee responsible for collecting cash is not responsible for preparing / making bank deposits, unless another employee / official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee / official is responsible for reconciling ledger postings to each other and to the deposit.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - The employee(s) responsible for reconciling cash collections to the general ledger and / or subsidiary ledgers, by revenue source and / or agency fund additions, are not responsible for collecting cash, unless another employee / official verifies the reconciliation.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for "Bank Reconciliations" procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - Observe that receipts are sequentially pre-numbered.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

- Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Trace the deposit slip total to the actual deposit per the bank statement.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Trace the actual deposit per the bank statement to the general ledger.
  - **Results:** No exceptions were noted as a result of the above listed procedures.

*Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)*

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - At least two employees are involved in processing and approving payments to vendors.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - The employee responsible for processing payments is prohibited from adding / modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Either the employee / official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

- Only employees / officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

- **Results:** No exceptions were noted as a result of the above listed procedures.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

- **Results:** No exceptions were noted as a result of the above listed procedures.

- Observe whether the disbursement documentation included evidence (e.g., initial / date, electronic logging) of segregation of duties tested under #9, as applicable.

- **Results:** No exceptions were noted as a result of the above listed procedures.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

- **Results:** No exceptions were noted as a result of the above listed procedures.

***Credit Cards / Debit Cards / Fuel Cards / P-Cards***

---

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

- **Results:** No exceptions were noted as a result of the above listed procedures.

13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

- Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit / debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported).

- **Results:** No exceptions were noted as a result of the above listed procedures.

- Observe that finance charges and late fees were not assessed on the selected statements.

- **Results:** No exceptions were noted as a result of the above listed procedures.

14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business / public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

- **Results:** No exceptions were noted as a result of the above listed procedures.

***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

---

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms / prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

- **Results:** No exceptions were noted as a result of the above listed procedures.

- If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- **Results:** No exceptions were noted as a result of the above listed procedures.

- Observe each reimbursement is supported by documentation of the business / public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1h.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
  - **Results:** No exceptions were noted as a result of the above listed procedures.

Contracts

---

16. Obtain from management a listing of all agreements / contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Observe whether the contract was approved by the governing body / board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

*Payroll and Personnel*

---

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries / pay rates in the personnel files.
- **Results:** No exceptions were noted as a result of the above listed procedures.
18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and:
- Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Observe whether supervisors approved the attendance and leave of the selected employees or officials.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Observe the rate paid to the employees or officials agree to the authorized salary / pay rate found within the personnel file.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations, and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- **Results:** No exceptions were noted as a result of the above listed procedures.
20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
- **Results:** No exceptions were noted as a result of the above listed procedures.



*Ethics*

---

21. Using the 5 randomly selected employees / officials from “Payroll and Personnel” procedure #9A obtain ethics documentation from management, and:
- Observe whether the documentation demonstrates that each employee / official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity’s ethics policy during the fiscal period, as applicable.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
22. Inquire and / or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
- **Results:** No exceptions were noted as a result of the above listed procedures.

*Debt Service*

---

23. Obtain a listing of bonds / notes and other debt instruments issued during the fiscal period and management’s representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- **Results:** No exceptions were noted as a result of the above listed procedures.
24. Obtain a listing of bonds / notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond / note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
- **Results:** No exceptions were noted as a result of the above listed procedures.

*Fraud Notice*

---

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- **Results:** No exceptions were noted as a result of the above listed procedures.

26. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

- **Results:** No exceptions were noted as a result of the above listed procedures.

***Information Technology Disaster Recovery / Business Continuity***

---

27. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

- **Results:** We performed the procedure and discussed the results with management.

- Obtain and inspect the entity’s most recent documentation that it has tested / verified that its backups can be restored (if no written documentation, then inquire of personnel responsible for testing / verifying backup restoration) and observe evidence that the test / verification was successfully performed within the past 3 months.

- **Results:** We performed the procedure and discussed the results with management.

- Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

- **Results:** We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #17. Observe evidence that the selected terminated employees have been removed or disabled from the network.

- **Results:** We performed the procedure and discussed the results with management.

***Prevention of Sexual Harassment***

---

29. Using the 5 randomly selected employees / officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee / official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

- **Results:** No exceptions were noted as a result of the above listed procedures.

30. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

- **Results:** No exceptions were noted as a result of the above listed procedures.

31. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- Number and percentage of public servants in the agency who have completed the training requirements;
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Number of sexual harassment complaints received by the agency;
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Number of complaints which resulted in a finding that sexual harassment occurred;
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- Amount of time it took to resolve each complaint.
  - **Results:** No exceptions were noted as a result of the above listed procedures.