

MAYO & CULBERTSON
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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NANCY WORMINGTON ADGER, CPA

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Shreveport-Bossier Convention and Tourist Bureau, Inc.
Shreveport, Louisiana

We have audited the financial statements of Shreveport-Bossier Convention and Tourist Bureau, Inc. (the Bureau), for the year ended December 31, 1995, and have issued our report thereon dated June 28, 1996.

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

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

In planning and performing our audit of the general purpose financial statements of the Bureau for the year ended December 31, 1995, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under the standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or separation of the internal control structure that, in our judgement, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

There is little segregation of duties with respect to control over certain accounting functions. This condition is caused by a limited operating budget and administrative staff. A small administrative staff size results in incompatible duties being performed by the same person.

**Shreveport - Bossier Convention
and Tourist Bureau
General Purpose Financial Statements
December 31, 1995**

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NANCY WORMINGTON ADGER, CPA

Management Letter

Board of Directors
Shreveport - Bossier Convention and Tourist Bureau
Shreveport, Louisiana

We have audited the financial statements of Shreveport - Bossier Convention and Tourist Bureau ("Bureau") as of and for the year ended December 31, 1995 and have issued our report thereon dated June 28, 1996.

In connection with our audit, we made certain observation relative to the records maintained, the accounting procedures in effect, and the overall administration of the financial affairs of the Bureau. There were no findings which were considered material to the financial statements. As a supplement to the reports which are bound with the financial statements, we submit for your consideration our comments pertaining to the following observations which did not meet the criteria of being material to the financial statements.

Interfund Receivables and Payables

Funds due between the general fund and tourism project funds were not accrued. We suggest that all transactions between funds be properly accrued and recorded in the accounting records.

Asset Purchases and Notes Payable

Assets were purchased and finance by the Bureau during the audit period. These purchases and the related notes payable arising from them were not properly recorded in the accounting records. We suggest that all purchases and/or the incurrence of debt be properly recorded in the accounting records as they occur.

Availability of Records

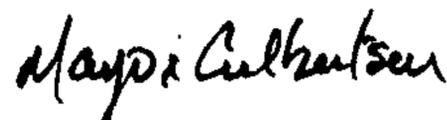
Certain records and supporting documents were not accessible by the audit firm within a reasonable time period. While we do not believe that these circumstances imposed a scope limitation, we do believe that it significantly contributed to the late issuance of the audit report. We suggest that all records be properly filed and cataloged so that timely access to necessary records will be available.

Late issuance of Audit Report

The audit report was required by law to be issued on or before June 30, 1996. This late issuance stem primarily from condition of availability of records referred to above and the lateness of the engagement of the audit firm.

We would like to express our appreciation for the cooperation and assistance extended to us during our audit. Should you have any questions concerning the contents of this letter or if we can be of any additional service, please contact us at your convenience.

Sincerely,



Mayo and Culbertson
June 28, 1996

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Shreveport-Bossier Convention and Tourist Bureau, Inc.
Shreveport, Louisiana

We have audited the general purpose financial statements of the, Shreveport-Bossier Convention and Tourist Bureau, Inc.(the Bureau) as of and for the year ended December 31, 1995, and have issued our report thereon dated June 28, 1996.

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

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

The results of our test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of management and the Board of Directors of Shreveport-Bossier Convention and Tourist Bureau, Inc. However, this report is a matter of public record and its distribution is not limited.



Mayo & Culbertson
June 28, 1996

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of management and the board of Directors of Shreveport-Bossier Convention and Tourist Bureau, Inc. However, this report is a matter of public record, and its distribution is not limited.



Mayo & Culbertson
June 28, 1996

**Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and changes in
in fund balance - Governmental Fund Types
for the year ended December 31, 1995**

	General Fund	Tourism Projects Fund	Totals Memorandum Only
Revenues:			
Room taxes	\$ 1,054,271	519,268	1,573,539
Participating programs	84,977		84,977
Other revenues	42,305	2,078	44,383
Total Revenues	<u>1,181,553</u>	<u>521,346</u>	<u>1,702,899</u>
Other Financing Sources:			
Operating Transfers	6,000	(6,000)	
Gain on trade of equipment	9,010		9,010
Total Other Financing Source	<u>15,010</u>	<u>(6,000)</u>	<u>9,010</u>
Total Revenues and Other Financing Sources	1,196,563	515,346	1,711,909
Program Expenditures			
Tourism	282,269	296,846	579,115
Convention	212,574		212,574
Administrative	302,520		302,520
Communications	360,885	5,221	366,106
Total Program Expenditures	<u>1,158,248</u>	<u>302,067</u>	<u>1,460,315</u>
Excess (deficiency) of revenues over expenditures	38,315	213,279	251,594
Fund Balance, beginning	<u>326,931</u>	<u>179,169</u>	<u>506,100</u>
Fund Balance, ending	<u><u>365,246</u></u>	<u><u>392,448</u></u>	<u><u>757,694</u></u>

Shreveport - Bossier Convention and Tourist Bureau
Notes to Financial Statements
December 31, 1995

5. Notes payable and capital lease obligations

The following is a summary of notes payable and capital lease obligations of the Bureau as of December 31, 1995:

Hibernia National Bank, bearing 8.75 percent interest payable at 324.08 per month and in full on March 21, 1996	13,954
Hibernia National Bank, bearing 8.75 percent interest payable at 421.39 per month and for 60 months, the last payment on May 31, 2000.	18,577

Changes in notes payable and capital lease obligations for the year were as follows:

	<u>Notes Payable</u>
Debt outstanding at December 31, 1994	4,358
Additions	39,123
Deletions	<u>10,950</u>
Debt outstanding at December 31, 1995	<u>32,531</u>

Principal payments maturities on the loan outstanding with General Motors Acceptance Corporation at December 31, 1995 during the next five succeeding years are as follows:

1996	17,226
1997	3,898
1998	4,253
1999	4,640
2000	2,214
Thereafter	-0-

6. Retirement plan

The Bureau has instituted a defined contribution retirement plan for its employees. Employees are eligible to participate upon completion of one (1) year of service and attaining age twenty-one (21). Employees contribute five percent (5%) of their gross compensation to the plan which is matched by the Bureau. The employer's contribution to the plan for 1995 was \$12,431.

7. Designated fund balance

The designated fund balance represents funds set aside for specific purposes agreed to by the Board of Directors. These funds total \$392,448 and are generated by 1% of the 3% occupancy tax. These funds are included in the cash and cash equivalents figure of \$274,462 and are kept in a separate bank account. They are to be spent exclusively on tourism project expenditures listed on the statement of revenue, expenditures and changes in fund balance. During the year ended December 31, 1995, the designated fund balance increased by \$213,279 and the undesignated fund balance increased by \$38,315.

8. Compensated absences

Compensated absences for employees of the Bureau have not been accrued and accounted for in these financial statements because this amount can not be reasonably estimated.

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**Shreveport - Bossier Convention
and Tourist Bureau
General Purpose
Financial Statements
December 31, 1995**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date ~~SEP 09 1995~~

**Mayo and Culbertson
Certified Public Accountants**

**Shreveport-Bossier Convention and Tourist Bureau
 Combined Balance Sheet - All Fund Types and Account Groups
 as of December 31, 1995**

	Governmental Fund Types		Total Memorandum Only
	General Fund	Tourism Projects Fund	
Assets			
Cash and cash equivalents	\$ 134,565	274,462	409,027
Accounts receivable	26,692		26,692
Due from General Fund		73,150	73,150
Prepaid and deferred expenses	23,372		23,372
Building and equipment	689,574	48,618	738,192
Less: Accumulated depreciaiton	(371,369)	(3,782)	(375,151)
Total Assets	<u>502,834</u>	<u>392,448</u>	<u>895,282</u>
Liabilities and Fund Balance			
Liabilities:			
Accounts payable	16,402		16,402
Due to Tourism Fund	73,150		73,150
Withheld and accrued payroll taxes	15,506		15,506
Notes payable	32,530		32,530
Total Liabilities	137,588	0	137,588
Fund Balance:			
Unreserved, undesignated	365,246		365,246
Unreserved, designated		392,448	392,448
Total Fund Balance	<u>365,246</u>	<u>392,448</u>	<u>757,694</u>
Total Liabilites and Fund Balance	<u>502,834</u>	<u>392,448</u>	<u>895,282</u>

Shreveport-Bossier Convention and Tourist Bureau
Statement of Changes in Financial Position
Governmental Fund Types
for the year ended December 31, 1995

	<u>General Fund</u>	<u>Tourism Projects Fund</u>	<u>Totals (Memorandum Only)</u>
Funds Provided by:			
Excess(deficiency) of support and revenue over expenses	\$ 38,315	213,279	251,594
Items not affecting working capital:			
Depreciation	40,342	1,621	41,963
Funds provided by current operations and total funds provided	<u>78,657</u>	<u>214,900</u>	<u>293,557</u>
Funds used by:			
Trade of fixed assets	26,268		26,268
Purchase of fixed assets	50,924		50,924
Total funds used	<u>77,192</u>	<u>0</u>	<u>77,192</u>
Increase (decrease) in working capital	<u>1,465</u>	<u>214,900</u>	<u>216,365</u>
Changes in components of working capital:			
Increase (decrease) in current assets:			
Increase in cash and cash equivalents	89,577	167,760	257,337
Increase in accounts receivable	19,141		19,141
Decrease in prepaid and deferred expenses	(20,170)		(20,170)
Increase in interfund receivable		47,140	47,140
	<u>88,548</u>	<u>214,900</u>	<u>303,448</u>
(Increase) decrease in current liabilities:			
Increase in accounts payable	(11,326)		(11,326)
Increase in withheld and accrued taxes	(445)		(445)
Increase in notes payable/capital leases	(28,172)		(28,172)
Increase in interfund payable	(47,140)		(47,140)
	<u>(87,083)</u>	<u>0</u>	<u>(87,083)</u>
Increase (decrease) in working capital	<u>1,465</u>	<u>214,900</u>	<u>216,365</u>

Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget and Actual (Budgeting basis Variance with GAAP) - General Fund Type
for the year ended December 31, 1995

	Budget	Actual	Actual Adjusted to budgetary basis	Actual on budgetary basis	Variance Favorable (Unfavorable)
Revenues:					
Room tax	\$ 1,082,412	1,054,271		1,054,271	(28,141)
Participating programs	92,023	84,977		84,977	(7,046)
Interest	4,000	4,731		4,731	731
Rent	4,560	4,560		4,560	0
Collection reimbursement	3,600	3,600		3,600	0
Miscellaneous	12,000	8,230		8,230	(3,770)
Memberships	25,000	21,184		21,184	(3,816)
Total Revenues	<u>1,223,595</u>	<u>1,181,553</u>	<u>0</u>	<u>1,181,553</u>	<u>(42,042)</u>
Other Financing Sources:					
Operating transfers	6,000	6,000		6,000	0
Gain on trade of fixed assets	0	9,010		9,010	9,010
Total Other Financing Sources	<u>6,000</u>	<u>15,010</u>	<u>0</u>	<u>15,010</u>	<u>9,010</u>
Total Revenues and Other financing sources	<u>1,229,595</u>	<u>1,196,563</u>	<u>0</u>	<u>1,196,563</u>	<u>(33,032)</u>
Program Expenditures:					
Tourism:					
Salaries	77,473	77,261		77,261	212
Contract Wages	44,624	42,471		42,471	2,153
Salary Contingency	2,930	700		700	2,230
Unemployment & workmen's compensation	6,900	5,780		5,780	1,120
FICA	15,120	14,231		14,231	889
Retirement	6,150	2,807		2,807	3,343
Accounting and legal	3,375	2,464		2,464	911
Gas, Oil, Repairs	4,500	2,798		2,798	1,702
Parking Allowance	2,131	1,743		1,743	388
Research	5,300	1,100		1,100	4,200
Collection expense	2,700	1,650		1,650	1,050
Professional Affiliations	3,912	3,161		3,161	751
Information Services	500	652		652	(152)
Lodging	7,870	7,135		7,135	735
Entertainment/Hospitality	2,396	3,172		3,172	(776)
Travel Air/Bus/Taxi	5,150	2,854		2,854	2,296
Equipment Rental	500	565		565	(65)
Extra help	500	0		0	500
Telephone	7,000	10,233		10,233	(3,233)
Utilities	4,500	3,771		3,771	729
Insurance - General	3,925	4,224		4,224	(299)
Insurance - Group	13,122	15,246		15,246	(2,124)
Audio Visual/Promotional aids	600	53		53	547
Trade Shows	11,475	11,730		11,730	(255)
Repair & Maintenance - Building	1,930	1,860		1,860	70
Repair & Maintenance - Equipment	8,270	5,897		5,897	2,373
Office Supplies	7,450	5,557		5,557	1,893
Marketing Supplies	9,837	8,564		8,564	1,273
Promotional Events/Tours/Blitz	4,200	2,937		2,937	1,263

Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget and Actual (Budgeting basis Variance with GAAP) - General Fund Type
for the year ended December 31, 1995

	Budget	Actual	Actual Adjusted to budgetary basis	Actual on budgetary basis	Variance Favorable (Unfavorable)
Co-Op program	5,000	4,374		4,374	626
Brochure distribution program	5,685	4,182		4,182	1,503
Postage	25,000	28,567		28,567	(3,567)
Contingency	2,500	2,412		2,412	88
Education	2,220	2,118		2,118	102
Capital items	5,950		4,346	4,346	1,604
Debt service	6,300		3,790	3,790	2,510
Total Tourism	316,995	282,269	8,136	290,405	26,590
Convention:					
Salaries	98,898	97,569		97,569	1,329
Contract Wages	4,000	3,000		3,000	1,000
Salary Contingency	2,420	850		850	1,570
Unemployment & workmen's compensation	4,300	2,718		2,718	1,582
FICA	8,070	11,434		11,434	(3,364)
Retirement	5,050	3,693		3,693	1,357
Accounting and legal	3,375	2,474		2,474	901
Gas, Oil, Repairs	2,500	2,386		2,386	114
Parking Allowance	2,131	1,673		1,673	458
Collection Expense	2,700	1,725		1,725	975
Professional Affiliations	1,581	848		848	733
Information Services	2,085	2,133		2,133	(48)
Lodging	3,555	4,771		4,771	(1,216)
Entertainment/Hospitality	4,005	3,367		3,367	638
Travel Air/Bus/Taxi	5,730	5,687		5,687	43
Equipment Rental	500	150		150	350
Extra Help - Convention Assist.	2,800	2,037		2,037	763
Telephone	8,500	11,588		11,588	(3,088)
Utilities	3,500	2,479		2,479	1,021
Insurance - General	3,925	4,224		4,224	(299)
Insurance - Group	13,004	12,828		12,828	176
Audio Visual/Promotional aids	250	0		0	250
Trade Shows	8,355	6,635		6,635	1,720
Repair & Maintenance - Building	1,930	1,930		1,930	0
Repair & Maintenance - Equipment	7,870	5,091		5,091	2,779
Office Supplies	7,450	5,203		5,203	2,247
Marketing Supplies	3,600	2,438		2,438	1,162
Promotional Events/Fours/Blitz	6,400	4,605		4,605	1,795
Postage	5,000	4,419		4,419	581
Contingency	2,500	1,593		1,593	907
Education	3,200	3,026		3,026	174
Capital items	1,500		1,500	1,500	0
Debt Service	6,300		3,812	3,812	2,488
Total Convention	236,984	212,574	5,312	217,886	24,410
Administrative:					
Salaries	115,700	115,200		115,200	500

The accompanying notes are an integral part of these financial statements

Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget and Actual (Budgeting basis Variance with GAAP) - General Fund Type
for the year ended December 31, 1995

	Budget	Actual	Actual Adjusted to budgetary basis	Actual on budgetary basis	Variance Favorable (Unfavorable)
Contract Wages	16,532	8,625		8,625	7,907
Salary Contingency	6,100	6,100		6,100	0
Unemployment & workmen's compensation	5,450	3,943		3,943	1,507
Deferred compensation	6,775	6,650		6,650	125
FICA	11,500	12,828		12,828	(1,328)
Retirement	5,900	5,634		5,634	266
Depreciation	0	40,342		40,342	(40,342)
Accounting and legal	3,375	2,521		2,521	854
Gas, Oil, Repairs	5,500	4,008		4,008	1,492
Parking Allowance	1,291	1,216		1,216	75
Collection Expense	2,700	1,650		1,650	1,050
Professional Affiliations	5,125	4,727		4,727	398
Information Services	1,060	187		187	873
Lodging	4,000	4,513		4,513	(513)
Entertainment/Hospitality	6,000	7,316		7,316	(1,316)
Travel Air/Bus/Taxi	6,500	12,302		12,302	(5,802)
Equipment Rental	500	4,931		4,931	(4,431)
Telephone	10,000	10,681		10,681	(681)
Utilities	3,500	3,044		3,044	456
Insurance - General	3,925	4,224		4,224	(299)
Insurance - Group	16,400	18,105		18,105	(1,705)
Repair & Maintenance - Building	6,930	6,132		6,132	798
Repair & Maintenance - Equipment	8,270	4,939		4,939	3,331
Office Supplies	7,450	5,566		5,566	1,884
Marketing Supplies	0	53		53	(53)
Postage	2,000	2,188		2,188	(188)
Contingency	2,500	2,784		2,784	(284)
Education	1,500	745		745	755
Interest expense	0	1,366		1,366	(1,366)
Capital items	38,360		29,745	29,745	8,615
Debt Service	4,920		3,980	3,980	940
Total Administrative Expenditures	309,763	302,520	33,725	336,245	(26,482)
Communications:					
Salaries	43,778	39,790		39,790	3,988
Contract Wages	3,900	2,461		2,461	1,439
Salary Contingency	1,051	142		142	909
Unemployment & workmen's compensation	1,949	1,949		1,949	0
FICA	3,675	2,900		2,900	775
Retirement	2,189	297		297	1,892
Accounting and legal	3,375	2,464		2,464	911
Gas, Oil, Repairs	6,000	2,143		2,143	3,857
Parking Allowance	871	861		861	10
Research	495	0		0	495
Collection expense	2,700	1,575		1,575	1,125
Professional Affiliations	605	110		110	495
Information Services	990	55		55	935

The accompanying notes are an integral part of these financial statements

Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget and Actual (Budgeting basis Variance with GAAP) - General Fund Type
for the year ended December 31, 1995

	Budget	Actual	Actual Adjusted to budgetary basis	Actual on budgetary basis	Variance Favorable (Unfavorable)
Lodging	1,805	938		938	867
Entertainment/Hospitality	2,100	1,092		1,092	1,008
Travel Air/Bus/Taxi	2,050	855		855	1,195
Equipment Rental	800	358		358	442
Telephone	8,000	9,351		9,351	(1,351)
Utilities	1,400	1,586		1,586	(186)
Insurance - General	3,925	4,224		4,224	(299)
Insurance - Group	4,410	4,407		4,407	3
Audio Visual/Promotional aids	7,000	662		662	6,338
Trade Shows	1,930	0		0	1,930
Repair & Maintenance - Building	0	1,736		1,736	(1,736)
Repair & Maintenance - Equipment	8,895	4,677		4,677	4,218
Office Supplies	7,450	5,992		5,992	1,458
Marketing Supplies	2,840	2,710		2,710	130
Promotional Events/Tours/Blitz	1,100	740		740	360
Brochures/Printing	58,035	35,877		35,877	22,158
Newsletters	5,650	3,281		3,281	2,369
Co-Op program	46,500	41,815		41,815	4,685
Print/Advertising/Magazine	159,131	168,017		168,017	(8,886)
Radio/Billboard/TV	16,500	13,975		13,975	2,525
Postage	7,000	2,649		2,649	4,351
Contingency	2,500	593		593	1,907
Education	1,115	603		603	512
Capital items	2,700		979	979	1,721
Total Communications Expenditures	<u>424,414</u>	<u>360,885</u>	<u>979</u>	<u>361,864</u>	<u>62,550</u>
Total Expenditures	1,288,156	1,158,248	48,152	1,206,400	81,756
Excess (deficiency) of revenue over expenditures	(58,561)	38,315	(48,152)	(9,837)	48,724
Fund balance, beginning	<u>158,561</u>	<u>326,931</u>	<u>0</u>	<u>326,931</u>	<u>168,370</u>
Fund balance, ending	<u><u>100,000</u></u>	<u><u>365,246</u></u>	<u><u>(48,152)</u></u>	<u><u>317,094</u></u>	<u><u>217,094</u></u>

Shreveport-Bossier Convention and Tourist Bureau
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget and Actual - Tourism Projects Fund
for the year ended December 31, 1995

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue:			
Room Tax	\$ 541,206	519,268	(21,938)
Interest	0	2,078	2,078
Total revenues	<u>541,206</u>	<u>521,346</u>	<u>(19,860)</u>
Other financing sources (uses):			
Operating transfers	(6,000)	(6,000)	0
Total Other Financing Sources (Uses):	<u>(6,000)</u>	<u>(6,000)</u>	<u>0</u>
Total revenues and other financing sources (uses)	<u>535,206</u>	<u>515,346</u>	<u>(19,860)</u>
Program expenditures			
Tourism projects:			
Tourism projects	531,606	296,846	234,760
Total tourism projects	<u>531,606</u>	<u>296,846</u>	<u>234,760</u>
Administrative:			
Depreciation	0	1,621	(1,621)
Collection expenses	3,600	3,600	0
Total administrative	<u>3,600</u>	<u>5,221</u>	<u>(1,621)</u>
Total Expenditures:	<u>535,206</u>	<u>302,067</u>	<u>233,139</u>
Excess (deficiency) of revenues over expenditures	0	213,279	213,279
Fund balance, beginning	<u>100,000</u>	<u>179,169</u>	<u>79,169</u>
Fund balance, ending	<u>100,000</u>	<u>392,448</u>	<u>292,448</u>

Shreveport - Bossier Convention and Tourist Bureau
Notes to Financial Statements
December 31, 1995

Financial statements in this report are based on the legally enacted basis (cash) and the generally accepted accounting principles basis. The financial statements prepared on the legally enacted basis differ from the GAAP-basis statements in that expenditures for fixed asset additions reduce fund balance on the budgetary basis while on the GAAP-basis expenditures for fixed assets are capitalized in the balance sheet. The following schedule reconciles the differences between the legally enacted basis and the GAAP basis.

	<u>General Fund</u>
Expenditures on GAAP basis	\$1,158,248
Cash expenditures for fixed assets	<u>48,152</u>
Expenditures on legally enacted budgetary basis	1,206,400

Cash and cash equivalents and investments

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 their principal offices in Louisiana. All funds on deposit are insured by the FDIC.

Under state law, the Bureau may 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. The bureau held no such investments at December 31, 1995.

2. Short-term interfund receivables/payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables and payables. Current year interfund receivables/payables amounted to \$73,150.

3. Prepaid items

The Bureau maintains a balance of prepaid expenditures which represent current expenditures for expenses to occur in a subsequent accounting cycle. The prepaid items are expensed as incurred.

4. Changes in general fixed assets

A summary of changes in general fixed assets follows:

	Balance December <u>31, 1994</u>	<u>Additions</u>	<u>Deletions</u>	Balance December <u>31, 1995</u>
Furniture & Fixtures	19,270	1,890		21,160
Signs	1,850			1,850
Buildings	409,465	3,800		413,265
Equipment	210,857	23,370		234,227
Automobiles	<u>45,826</u>	<u>48,132</u>	<u>26,268</u>	<u>67,690</u>
	<u>687,268</u>	<u>77,192</u>	<u>26,268</u>	<u>738,192</u>

MAYO & CULBERTSON
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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NANCY WORMINGTON ADGER, CPA

Independent Auditor's Report

Board of Directors
Shreveport-Bossier Convention and Tourist Bureau
Shreveport, Louisiana

We have audited the general purpose financial statements of the Shreveport-Bossier Convention and Tourist Bureau as of December 31, 1995 and for the year then ended. These financial statements are the responsibility of Shreveport-Bossier Convention and Tourist Bureau's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Shreveport-Bossier Convention and Tourist Bureau as of December 31, 1995 and the results of its operations for the year then ended in conformity with generally accepted accounting principles.



Mayo & Culbertson
June 28, 1996