

**ST. TAMMANY PARISH TOURIST AND  
CONVENTION COMMISSION  
ST. TAMMANY PARISH, LOUISIANA**

Annual Financial Statements

May 31, 2019



<b>Contents</b>	<b>Statement</b>	<b>Page</b>
<b>Independent Auditor's Report</b>		1 - 3
<hr/>		
<b>Required Supplementary Information (Part I)</b>		
Management's Discussion and Analysis		5 - 6
<hr/>		
<b>Basic Financial Statements</b>		
Government-Wide Financial Statements		
Statement of Net Position	A	8
Statement of Activities	B	9
Governmental Fund Financial Statements		
Balance Sheet	C	11
Reconciliation of the Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position	D	12
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Government-Wide Statement of Activities	F	14
Notes to Financial Statements		15 - 23
<hr/>		
<b>Required Supplementary Information (Part II)</b>		
Schedule 1 - Budgetary Comparison Schedule - General Fund		25
<b>Other Supplementary Information</b>		
Schedule of Governing Board		27
Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer		28
<hr/>		
<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 Government Auditing Standards</b>		29 - 30
<hr/>		
<b>Schedule of Findings and Responses</b>		31

## **Independent Auditor's Report**

To the Board of Commissioners  
St. Tammany Parish Tourist and Convention Commission  
St. Tammany Parish, Louisiana

### **Report on Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the St. Tammany Parish Tourist and Convention Commission (the Commission), as of and for the year ended May 31, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

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

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

### **Auditor's Report**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Commission as of May 31, 2019, 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.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 and 6 and budgetary comparison information on page 25, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the 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.

### *Other Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of governing board and the schedule of compensation, benefits, and other payments to agency head or chief executive officer are presented for the purpose 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 information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2019, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 Commission'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 Commission's internal control over financial reporting and compliance.

A handwritten signature in cursive script, appearing to read "LaPorte".

A Professional Accounting Corporation

Baton Rouge, LA  
October 24, 2019

**REQUIRED SUPPLEMENTARY INFORMATION (PART I)**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

# ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

## Management's Discussion and Analysis

For the Year Ended May 31, 2019

---

As management of the St. Tammany Parish Tourist and Convention Commission (the Commission), we offer this narrative overview and analysis of the Commission's financial activities for the fiscal year ended May 31, 2019. All amounts, unless otherwise indicated, are expressed in whole dollars.

The management's discussion and analysis (MD&A) is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 issued in June 1999.

As with other sections of this financial report, the information contained within this MD&A should be considered only a part of the greater whole. The readers of these statements should take time to read and evaluate all sections of this report, including the footnotes and the required and other supplementary information that are provided in addition to this MD&A.

### **FINANCIAL HIGHLIGHTS**

This annual report consists of a series of financial statements. The statement of net position and the statement of activities on pages 8 and 9, respectively, provide information about the activities of the Commission as a whole. Fund financial statements begin on page 11. The Commission's operations are conducted through the General Fund.

A summary of the basic government-wide financial statements is as follows:

### **STATEMENTS OF NET POSITION SUMMARY**

	2019	2018
<b>Assets</b>		
Cash and Cash Equivalents	\$ 129,063	\$ 15,281
Investments	3,059,959	3,343,963
Prepaid Expenses	40,838	16,586
Receivables	145,802	166,861
Capital Assets (Net of Accumulated Depreciation)	428,457	477,295
<b>Total Assets</b>	<b>3,804,119</b>	<b>4,019,986</b>
<b>Liabilities</b>		
Accounts Payable	37,665	60,359
Accrued Liabilities	1,458	1,718
Compensated Absences	40,703	47,169
<b>Total Liabilities</b>	<b>79,826</b>	<b>109,246</b>
<b>Net Position</b>		
Net Investment in Capital Assets	428,457	477,295
Unrestricted	3,295,836	3,433,445
<b>Total Net Position</b>	<b>\$ 3,724,293</b>	<b>\$ 3,910,740</b>

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Management's Discussion and Analysis**

**For the Year Ended May 31, 2019**

---

**STATEMENTS OF ACTIVITIES SUMMARY**

	<b>2019</b>	<b>2018</b>
<b>Revenues</b>		
Program Revenues		
Grant Revenue	<b>\$ 102,869</b>	<b>\$ 150,000</b>
General Revenues		
Sales Taxes		
Local Collections	<b>1,570,992</b>	<b>1,519,863</b>
State Appropriation	<b>465,658</b>	<b>464,092</b>
Miscellaneous	<b>23,354</b>	<b>80,138</b>
Interest Income	<b>74,636</b>	<b>43,353</b>
<b>Total Revenues</b>	<b>2,237,509</b>	<b>2,257,446</b>
<b>Expenses</b>		
Promotion of Tourism	<b>2,423,956</b>	<b>2,283,715</b>
<b>Total Expenses</b>	<b>2,423,956</b>	<b>2,283,715</b>
<b>Change in Net Position</b>	<b>\$ (186,447)</b>	<b>\$ (26,269)</b>

**BUDGETARY HIGHLIGHTS**

The actual General Fund revenues exceeded the budgeted amount by \$303,885. The actual General Fund expenditures were less than budgeted by \$523,619.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES**

The Commission has the authority to levy 3% hotel occupancy tax. An increase in the tax is not anticipated for 2020.

**CAPITAL ASSETS**

During the year ended May 31, 2019, net capital assets decreased by \$48,838, which included additions of \$7,948 and depreciation of \$56,786.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the Commission's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Donna O'Daniels, President/CEO, 68099 Hwy. 59, Mandeville, Louisiana 70471.



**BASIC FINANCIAL STATEMENTS**  
**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Statement of Net Position**  
**May 31, 2019**

**Statement A**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 129,063
Investments	3,059,959
Prepaid Expenses	40,838
Receivables	145,802
Capital Assets, Net	<u>428,457</u>
<b>Total Assets</b>	<u>3,804,119</u>
<b>Liabilities</b>	
Accounts Payable	37,665
Accrued Liabilities	1,458
Compensated Absences	<u>40,703</u>
<b>Total Liabilities</b>	<u>79,826</u>
<b>Net Position</b>	
Net Investment in Capital Assets	428,457
Unrestricted	<u>3,295,836</u>
<b>Total Net Position</b>	<u><u>\$ 3,724,293</u></u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Statement of Activities**  
**For the Year Ended May 31, 2019**

**Statement B**

<b>Functions / Programs</b>	<b>Expenses</b>	<b>Program Revenues Operating Grants</b>	<b>Net (Expense) Revenue and Change in Net Position Governmental Activities</b>
<b>Governmental Activities</b>			
Promotion of Tourism	\$ 2,423,956	\$ 102,869	\$ (2,321,087)
<b>Total Governmental Activities</b>	<u>\$ 2,423,956</u>	<u>\$ 102,869</u>	<u>(2,321,087)</u>
<b>General Revenues</b>			
Sales Taxes			
Local Collections			1,570,992
State Appropriation			465,658
Miscellaneous Income			23,354
Interest Income			<u>74,636</u>
<b>Total General Revenues</b>			<u>2,134,640</u>
<b>Change in Net Position</b>			(186,447)
<b>Net Position, Beginning of Year</b>			<u>3,910,740</u>
<b>Net Position, End of Year</b>			<u>\$ 3,724,293</u>

The accompanying notes are an integral part of these financial statements.

**BASIC FINANCIAL STATEMENTS**  
**GOVERNMENTAL FUND FINANCIAL STATEMENTS**

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Balance Sheet**  
**Governmental Fund**  
**May 31, 2019**

**Statement C**

	<b>General Fund</b>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 129,063
Investments	3,059,959
Prepaid Expenses	40,838
Receivables	<u>145,802</u>
<b>Total Assets</b>	<u><u>\$ 3,375,662</u></u>
<b>Liabilities and Fund Balance</b>	
<b>Liabilities</b>	
Accounts Payable	\$ 37,665
Accrued Liabilities	<u>1,458</u>
<b>Total Liabilities</b>	<u>39,123</u>
<b>Fund Balance</b>	
Nonspendable	40,838
Committed for:	
Emergency Operations	1,040,719
Unassigned	<u>2,254,982</u>
<b>Total Fund Balance</b>	<u>3,336,539</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 3,375,662</u></u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Reconciliation of the Governmental Fund Balance Sheet to the**  
**Government-Wide Statement of Net Position**  
**May 31, 2019**

**Statement D**

---

<b>Fund Balance - Total Governmental Fund</b>	<b>\$ 3,336,539</b>
---	---------------------

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 governmental fund:

Governmental Capital Assets	1,203,322
Less: Accumulated Depreciation	(774,865)

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental fund:

Compensated Absences	<u>(40,703)</u>
----------------------	-----------------

<b>Net Position of Governmental Activities</b>	<b><u><u>\$ 3,724,293</u></u></b>
--	-----------------------------------

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended May 31, 2019**

**Statement E**

	<b>General Fund</b>
<b>Revenues</b>	
Sales Taxes	
Local Collections	\$ 1,570,992
State Appropriation	465,658
Grant Revenue	102,869
Miscellaneous Income	23,354
Interest Income	74,636
<b>Total Revenues</b>	<u>2,237,509</u>
<b>Expenditures</b>	
Tourism	
Personnel	
Salaries, Payroll Taxes, and Fringe Benefits	923,683
Marketing and Promotion	
Advertising	623,094
Special Promotions	200,054
Brochures	157,481
Research and Development	97,606
Travel	74,914
Telephone	33,244
Dues and Subscriptions	32,071
Trade Shows	25,379
Auto Expenses	14,216
Training	11,865
Postage and Shipping	6,873
Uniforms	24
General and Administrative	
Professional Fees	45,146
Insurance	41,105
Repairs and Maintenance	25,536
Office Supplies	18,462
Rent	13,176
Utilities	12,745
Equipment Rental	7,038
Auto Expenses	5,840
Official Notice Publication	4,083
Capital Expense	7,949
<b>Total Expenditures</b>	<u>2,381,584</u>
<b>Net Change in Fund Balance</b>	(144,075)
<b>Fund Balance, Beginning of Year</b>	<u>3,480,614</u>
<b>Fund Balance, End of Year</b>	<u><u>\$ 3,336,539</u></u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance of the Governmental Fund to the**  
**Government-Wide Statement of Activities**  
**For the Year Ended May 31, 2019**

**Statement F**

---

<b>Net Change in Fund Balance - Total Governmental Fund</b>	<b>\$ (144,075)</b>
---	---------------------

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

Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives through depreciation expense. This is the amount by which depreciation exceeded capital outlay.	(48,838)
---	----------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund:

Change in Compensated Absences	6,466
--------------------------------	-------

<b>Change in Net Position of Governmental Activities</b>	<b>\$ (186,447)</b>
--	---------------------

The accompanying notes are an integral part of these financial statements.



# ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

## Notes to Financial Statements

---

### Note 1. Summary of Significant Accounting Policies

#### Introduction

The mission of the St. Tammany Parish Tourist and Convention Commission (the Commission) is to promote and develop tourism within St. Tammany Parish (the Parish). It operates two tourist information centers within the Parish and employs a staff of approximately 13 employees who coordinate advertisements and promotion of tourism for the Parish. The Commission's significant accounting policies are described below.

#### Reporting Entity

The Commission was created in 1976, by Ordinance 674 of St. Tammany Parish. It was re-established as a separate political body under the provisions of Act 47 of the 1995 regular session of the Louisiana Legislature. The Commission is governed by a Board of Commissioners that is appointed by the Parish. The Commission consists of seven commissioners. Six of the members serve terms of three years with the seventh commissioner serving a term of one year to be alternately appointed from the eastern and western corridors of the Parish.

Based on the criteria set forth in Section 2100 of Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, the Commission is not considered a component unit of St. Tammany Parish, nor does the Commission have any component units.

#### Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the Commission. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The government-wide financial statements 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 Commission's net position is reported in two parts: net investment in capital assets and unrestricted net position.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest earnings and other items not properly included among program revenues are reported instead as general revenues.

## ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

### Notes to Financial Statements

---

#### Note 1. Summary of Significant Accounting Policies (Continued)

##### **Fund Financial Statements**

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

The General Fund is the primary operating and sole fund of the Commission. It accounts for all the financial transactions and is classified as a governmental fund type. The focus of the governmental fund's measurement is upon the determination of financial position and changes in financial position rather than upon net income.

##### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The governmental activities in the government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period, or soon enough thereafter to pay liabilities of the current period.

For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures, generally, are recorded when a liability is incurred, as under accrual accounting. However, compensated absences are recorded when paid.

Sales tax revenues are collected by the St. Tammany Parish Sheriff and are remitted to the Commission monthly. Taxes are remitted in the month following collection and are considered measurable at the month of collection. Accordingly, sales taxes collected in May 2019 and remitted in June 2019, have been reported as a receivable.

## ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

### Notes to Financial Statements

---

#### Note 1. Summary of Significant Accounting Policies (Continued)

##### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)**

Each state fiscal year, the Louisiana Legislature has the authority to appropriate funds from state sales tax collections to be distributed to tourist and convention commissions throughout the state to be used for tourism development, including support for historic preservation and arts and humanities. The amount appropriated by the state is limited to state sales taxes on hotels and motels within St. Tammany Parish. The amounts appropriated by the state have been recorded in these financial statements. Payments are made quarterly.

##### **Budgets and Budgetary Accounting**

The Commission has adopted a budget for its General Fund. The budgetary practices include notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget prior to adoption. Any amendment involving increases in expenditures must be approved by the Commission. Budgeted amounts in the accompanying financial statements include all amendments. All budgeted amounts, which are not expended or obligated through contracts, lapse at year-end. The Commission's budget is materially consistent with accounting principles generally accepted in the United States of America.

##### **Cash, Cash Equivalents, and Investments**

Cash includes amounts in demand deposits. Under state law, the Commission 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. The Commission 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.

Cash and cash equivalents consist of cash, as defined above.

Investments, as required by GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, are reported at fair value.

##### **Receivables**

The Commission closely monitors outstanding accounts receivable balances and writes off to expense any balances that are determined to be uncollectible. At May 31, 2019, the Commission considered all remaining accounts receivable balances to be fully collectible. Accordingly, there was no allowance for doubtful accounts. Bad debt expense was \$-0-, for the year ended May 31, 2019.

## ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

### Notes to Financial Statements

---

#### Note 1. Summary of Significant Accounting Policies (Continued)

##### Capital Assets

Capital assets, which include building, improvements, furniture and fixtures, computers, and other assets, are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Depreciation of all exhaustible capital assets is charged as an expense against the Commission's operations. In the fund financial statements, capital assets are accounted for as capital outlay expenditures upon acquisition.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, if applicable. All capital assets are depreciated using the straight-line method over the following useful lives:

Description	Estimated Useful Lives
Buildings and Improvements	10 - 30 Years
Furniture and Fixtures	7 Years
Computers and Software	5 - 12 Years
Other	5 - 12 Years

##### Compensated Absences

Employees accrue vacation leave at the rate of 5 to 20 days per anniversary year, according to years of service with the Commission. Employees may carry over a maximum of 10 unused vacation days after their anniversary date into the next year. Employees accrue sick leave at the rate of twelve days per anniversary year. Upon termination of employment, employees are paid any unused vacation leave, but any remaining sick leave is forfeited. At May 31, 2019, the Commission had accrued compensated absences payable of \$40,703, which has been reported on the statement of net position. Accrued compensated absences payable decreased by \$6,466, during the year ended May 31, 2019.

##### Fund Equity

Government-wide equity is classified as net position and displayed in two components:

1. Net Investment in Capital Assets - Consists of the historical cost of capital assets, including any restricted capital assets, net of accumulated depreciation.
2. Unrestricted - All other net position is reported in this category.

# ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

## Notes to Financial Statements

---

### Note 1. Summary of Significant Accounting Policies (Continued)

#### Fund Equity (Continued)

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

1. Nonspendable - Amounts that cannot be spent because they are in nonspendable form.
2. Committed Fund Balance - Amounts that can be used only for specific purposes determined by a formal action of the Board of Commissioners.
3. Unassigned Fund Balance - All amounts not included in other spendable classifications.

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

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

#### New Accounting Pronouncements

The GASB issued Statement No. 87, *Leases*, in June 2017. 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. This Statement will be effective for the Commission for the fiscal year ending May 31, 2021.

### Note 2. Cash and Cash Equivalents

The following is a summary of cash and cash equivalents (book balances) at May 31, 2019:

Demand Deposits	<u>\$ 129,063</u>
-----------------	-------------------

These deposits are stated at cost, which approximates market.

## ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

### Notes to Financial Statements

---

#### Note 2. Cash and Cash Equivalents (Continued)

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 fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

*Custodial Credit Risk - Deposits:* Custodial credit risk is the risk that, in the event of a bank failure, the Commission's deposits may not be recovered. The Commission does not have a deposit policy for custodial credit risk. As of May 31, 2019, the Commission had \$205,723 in deposits (collected bank balances) which were fully covered by federal deposit insurance.

#### Note 3. Investments

At May 31, 2019, the Commission had investments of \$3,059,059, which are invested in Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in a pool of funds and, therefore, not evidenced by securities that exist in physical or book-entry form.

LAMP is administered by Louisiana Asset Management Pool, Inc. (LAMP, Inc.), a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments.

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with Louisiana Revised Statute 33:2955.

GASB Statement No. 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.

## ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

### Notes to Financial Statements

---

#### Note 3. Investments (Continued)

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 money market-like investment pools:

- *Credit risk:* LAMP is rated AAAm by Standard & 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 5% disclosure requirement.
- *Interest rate risk:* LAMP is designed to be highly liquid to give its 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 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments was 30, as of May 31, 2019.
- *Foreign currency risk:* Not applicable to money market-like pools.

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 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 Securities and Exchange Commission as an investment company. If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

#### Note 4. Receivables

Receivables as of May 31, 2019, consisted of the collected monies due from:

Taxes	
St. Tammany Parish Sheriff's Office	\$ 138,762
Other	<u>7,040</u>
<b>Total</b>	<b><u>\$ 145,802</u></b>

# ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION

## Notes to Financial Statements

### Note 5. Capital Assets

Changes in capital assets for the year ended May 31, 2019, are as follows:

<b>Governmental Activities</b>	<b>Balance May 31, 2018</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance May 31, 2019</b>
<b>Capital Assets Being Depreciated</b>				
Buildings and Improvements	\$ 890,457	\$ 2,500	\$ -	\$ 892,957
Furniture and Fixtures	53,732	-	-	53,732
Computers and Software	145,565	5,448	-	151,013
Other	105,620	-	-	105,620
<b>Total Capital Assets Being Depreciated</b>	<b>1,195,374</b>	<b>7,948</b>	<b>-</b>	<b>1,203,322</b>
<b>Less Accumulated Depreciation for:</b>				
Buildings and Improvements	(529,979)	(31,416)	-	(561,395)
Furniture and Fixtures	(50,133)	(2,333)	-	(52,466)
Computers and Software	(63,685)	(16,423)	-	(80,108)
Other	(74,282)	(6,614)	-	(80,896)
<b>Total Accumulated Depreciation</b>	<b>(718,079)</b>	<b>(56,786)</b>	<b>-</b>	<b>(774,865)</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>\$ 477,295</b>	<b>\$ (48,838)</b>	<b>\$ -</b>	<b>\$ 428,457</b>

### Note 6. Accounts Payable

At May 31, 2019, accounts payable consisted of the following:

	<b>General Fund</b>
Trade Payables	\$ 35,180
Credit Card Payable	<u>2,485</u>
<b>Total</b>	<b><u>\$ 37,665</u></b>

### Note 7. Compensation Paid to Commissioners

The Commissioners received no compensation from the Commission for the year ended May 31, 2019.



## **ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**

### **Notes to Financial Statements**

---

#### **Note 8. Contingent Liabilities**

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

#### **Note 9. Deferred Compensation Plan**

Certain employees of the Commission participate in the Louisiana Public Employees' Deferred Compensation Plan (the Plan) adopted under the provisions of Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

**REQUIRED SUPPLEMENTARY INFORMATION (PART II)**  
**BUDGETARY COMPARISON SCHEDULE**

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended May 31, 2019**

**Schedule 1**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual Amounts Budgetary Basis</b>	<b>Variance with Final Budget Favorable/ (Unfavorable)</b>
<b>Revenues</b>				
Sales Taxes				
Local Collections	\$ 1,400,000	\$ 1,400,000	\$ 1,570,992	\$ 170,992
State Appropriation	475,000	475,000	465,658	(9,342)
Grant Revenue	20,000	20,000	102,869	82,869
Miscellaneous Income	-	-	23,354	23,354
Interest Income	38,625	38,625	74,636	36,011
<b>Total Revenues</b>	<b>1,933,625</b>	<b>1,933,625</b>	<b>2,237,509</b>	<b>303,884</b>
<b>Expenditures</b>				
Tourism				
Personnel				
Salaries, Payroll Taxes, and				
Fringe Benefits	953,617	953,617	923,683	29,934
Marketing and Promotion				
Advertising	641,667	641,667	623,094	18,573
Special Promotions	394,000	394,000	200,054	193,946
Brochures	140,000	140,000	157,481	(17,481)
Research and Development	250,000	250,000	97,606	152,394
Travel	74,000	74,000	74,914	(914)
Telephone	32,000	32,000	33,244	(1,244)
Dues and Subscriptions	26,000	26,000	32,071	(6,071)
Trade Shows	44,720	44,720	25,379	19,341
Auto Expenses	17,000	17,000	14,216	2,784
Training	15,000	15,000	11,865	3,135
Postage and Shipping	22,000	22,000	6,873	15,127
Uniforms	200	200	24	176
General and Administrative				
Professional Fees	34,000	34,000	45,146	(11,146)
Insurance	52,000	52,000	41,105	10,895
Repairs and Maintenance	30,000	30,000	25,536	4,464
Office Supplies	19,000	19,000	18,462	538
Rent	13,200	13,200	13,176	24
Utilities	14,000	14,000	12,745	1,255
Equipment Rental	9,300	9,300	7,038	2,262
Auto Expenses	6,500	6,500	5,840	660
Official Notice Publication	2,500	2,500	4,083	(1,583)
Travel	500	500	-	500
Capital Outlay	114,000	114,000	7,949	106,051
<b>Total Expenditures</b>	<b>2,905,204</b>	<b>2,905,204</b>	<b>2,381,584</b>	<b>523,620</b>
<b>Net Change in Fund Balance</b>	<b>\$ (971,579)</b>	<b>\$ (971,579)</b>	<b>(144,075)</b>	<b>\$ 827,504</b>
<b>Fund Balance, Beginning of Year</b>			<b>3,480,614</b>	
<b>Fund Balance, End of Year</b>			<b>\$ 3,336,539</b>	

## **OTHER SUPPLEMENTARY INFORMATION**

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Schedule of Governing Board**  
**For the Year Ended May 31, 2019**

<b>Board of Commissioners</b>	<b>Term of Office</b>	<b>Compensation</b>
Alex Carollo 503 Pinecrest CL Slidell, LA 70458	December 31, 2021	\$-0-
Robert Cook 60205 Highway 11 Slidell, LA 70460	May 31, 2019	\$-0-
Bonnie Eades 921 Beauregard Parkway Covington, LA 70433	December 31, 2021	\$-0-
Mark Myers 84 Chamale Cove Slidell, LA 70460	December 31, 2019	\$-0-
Katherine Diemont 139 Egret Street Covington, LA 70433	December 31, 2019	\$-0-
Marlaine Peachey 419 Juliette Lane Mandeville, LA 70448	December 31, 2020	\$-0-
Thomas J. (T.J.) Smith, Jr. 62390 John Smith Road Pearl River, LA 70452	December 31, 2020	\$-0-
Patti Elish 127 Tchefuncte South Drive Covington, LA 70433	December 31, 2021	\$-0-

See independent auditor's report.

**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Schedule of Compensation, Benefits, and Other Payments**  
**to Agency Head or Chief Executive Officer**  
**For the Year Ended May 31, 2019**

---

**Agency Head**

Donna O'Daniels, President/CEO

<b>Purpose</b>	<b>Amount</b>
Salary	\$130,382
Benefits - Insurance	\$10,824
Benefits - Retirement	\$13,038
Benefits - Other	\$0
Car Allowance	\$6,000
Vehicle Provided by Government	\$0
Per Diem	\$0
Reimbursements	\$3,606
Other Travel and Meals (State Meetings)	\$1,713
Registration Fees	\$7,448
Trade Shows and Conventions	\$12,516
Continuing Professional Education Fees	\$3,965
Housing	\$0
Unvouchered Expenses	\$0
Cell Phone, Email, and Internet Access	\$2,855
Special Meals	\$0

See independent auditor's report.

**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**

To the Board of Commissioners  
St. Tammany Parish Tourist and Convention Commission  
St. Tammany Parish, Louisiana

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 major fund of the St. Tammany Parish Tourist and Convention Commission (the Commission), as of and for the year ended May 31, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated October 24, 2019.

**Internal Control Over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the 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 the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting 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.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Baton Rouge, LA  
October 24, 2019



**ST. TAMMANY PARISH TOURIST AND CONVENTION COMMISSION**  
**Schedule of Findings and Responses**  
**For the Year Ended May 31, 2019**

---

**Part I - Summary of Auditor's Results**

Financial Statements

- |  |            |
|--|------------|
| 1. Type of auditor's report issued:  | Unmodified |
| 2. Internal control over financial reporting and compliance and other matters: |            |
| a. Material weaknesses identified?   | No         |
| b. Significant deficiencies identified?  | No         |
| c. Noncompliance material to the financial statements identified?              | No         |
| d. Other matters identified?   | No         |
| 3. Management letter comment provided?   | None       |

Federal Awards

Not applicable.

**Part II - Findings Related to the Financial Statements**

None.

**Part III - Compliance and Other Matters**

Compliance

None.

Other

None.

**Part IV - Prior Year Findings**

None.

**AGREED-UPON PROCEDURES REPORT  
St. Tammany Parish Tourist and Convention Commission**

**Independent Accountant's Report  
on Applying Agreed-Upon Procedures**

**For the Period of June 1, 2018 - May 31, 2019**

To the Board of Commissioners  
St. Tammany Parish Tourist and Convention Commission  
St. Tammany Parish, Louisiana

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

Management of the St. Tammany Parish Tourist and Convention Commission (the Commission) is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Commission's compliance with certain laws and regulations during the period of June 1, 2018 through May 31, 2019, in accordance with Act 774 of 2014 Regular Legislative Session.

The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and results are as follows:

**Deferred Compensation Plan Employer Match (follow-up)**

1. Obtain a listing of employees participating in the entity's deferred compensation plan, with their related salaries, and obtain management's representation that the listing is complete. Randomly select one payroll period during the period under review and:
  - a. Obtain the employee deferred compensation enrollment form from each participant's file or the entity's overall deferred compensation file, as applicable.

- b. Obtain payment support for each participant in the deferred compensation plan for the selected period and perform a recalculation of the participant's deferred compensation contributions.
- c. Report whether the amount deducted from the participant's pay matches the elected contribution amount shown on the participant's deferred compensation enrollment form.
- d. Obtain the payment support for the deferred compensation payment from the entity for the selected period and perform a recalculation of the employer's deferred compensation contributions.
- e. Report whether the employer's deferred compensation payment(s) match the required employer contributions, per the policy/agreement.

Results: We noted no exceptions in the performance of the procedures for deferred compensation.

### ***Written Policies and Procedures for Governmental Entity***

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to the entity's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **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.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **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).
  - e) **Payroll/Personnel**, including (1) payroll processing and (2) reviewing and approving time and attendance records, including leave and overtime worked.
  - f) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
  - g) **Bank Reconciliations**, including (1) monthly bank statement reconciliations, (2) review of all bank reconciliations by someone independent of cash receipt and disbursement functions, and (3) process for addressing items outstanding for more than 12 months from the statement closing date, if applicable.
  - h) **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: We performed the procedures for a) and c) without exception. We noted that f) is not applicable as the Commission did not have any debt during the fiscal year. For b), we noted that 1, 2, 3, and 5 were not present. For d), preparing deposits was not present. For e), we noted that 1 was not present. For g), we noted items 2 and 3 were not present. We noted that none of the items were present for h).

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

---

1. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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: We obtained the listing of active credit cards and we obtained management's representation that it is complete. The Commission does not use bank debit cards, fuel cards, and P-cards.

2. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Select the December 2018 and January 2019 monthly statement or combined statement for each card (for a debit card, select the December 2018 bank statement), obtain supporting documentation, and:
  - a) Observe that 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) was reviewed and approved, in writing, by someone other than the authorized card holder.
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

Results: We noted that statements were reviewed and approved in writing by someone other than the authorized card holder. We noted that there were no finance charges assessed.

3. Using the monthly statements or combined statements selected under #2 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 that 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).

Results: We performed procedures without exception.

This agreed-upon procedures engagement was performed 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 perform an examination or review, the objective of which would have been the expression of an opinion or conclusion, respectively, on the internal control and compliance of the Commission. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the St. Tammany Parish Tourist and Convention Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script, appearing to read "LaPorte".

A Professional Accounting Corporation

Baton Rouge, LA  
October 24, 2019

**LOUISIANA**

**Northshore**

St. Tammany Parish



**ST. TAMMANY PARISH TOURIST  
AND CONVENTION COMMISSION**

**68099 HWY. 59  
MANDEVILLE. LA 70471**

Mr. Daryl Purpera  
Louisiana Legislative Auditor  
1600 N. 3<sup>rd</sup> Street  
P.O. Box 94397  
Baton Rouge, LA 70804-9397

Re: Act 774 Agreed-upon Procedures

The management of the St. Tammany Parish Tourist and Convention Commission would like to provide the following responses relative to the results of the 2019 Act 774 agreed-upon procedures engagement:

**1. Written Policies and Procedures for Governmental Entities**

- a. We will amend our written purchasing policies and procedures to include descriptions of how purchases are initiated, how vendors are added to the vendor list, and the documentation required to be maintained for all bids and price quotes. The commission does not use purchase requisitions or purchase orders due to the size of our organization.
- b. We will amend our written payroll policies and procedures to include language about payroll processing.
- c. We will amend our written bank reconciliation policies and procedures to include our process of having the board treasurer review all of the bank reconciliations. We will also add language about our internal process of investigating items on the bank reconciliation that have been outstanding for more than 12 months from the closing date.
- d. We will add written policies and procedures over disaster recovery/ business continuity processes.

Sincerely,



Donna O'Daniels  
President/CEO