

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

ANNUAL FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2017

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
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For the Year Ended December 31, 2017

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Dennis E. James, CPA
Lyle E. Lambert, CPA
Paul M. Riggs, Jr., CPA

J. Bryan Ehricht, CPA
Samantha D. Wagner, CPA
Christie J. Barado
Megan E. Lynch
B. Jacob Steib
Debbie G. Faust, EA
Ramona K. Huckabee, EA



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



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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 Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Tangipahoa Parish Convention and Visitors Bureau, a component unit of the Tangipahoa Parish Council, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Tangipahoa Parish Convention and Visitors Bureau'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 Responsibility

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 includes 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 risk 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 general fund of the Tangipahoa Parish Convention and Visitors Bureau as of December 31, 2017, 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 budgetary comparison schedule, the schedule of the proportionate share of the net pension liability, and the schedule of contributions on pages 24, 25, and 26 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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 an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Tangipahoa Parish Convention and Visitors Bureau's basic financial statements. The 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 financial statements.

The schedule of compensation paid to the board of directors and the schedule of compensation, benefits, and other payments to agency head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule 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 financial statements as a whole.

Tangipahoa Parish Convention and Visitors Bureau
June 15, 2018

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2018, on our consideration of the Tangipahoa Parish Convention and Visitors 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 Tangipahoa Parish Convention and Visitors 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 Tangipahoa Parish Convention and Visitors Bureau's internal control over financial reporting and compliance.

*James Lambert Riggs
& Associates*

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

June 15, 2018

Basic Financial Statements

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
Statement of Net Position
December 31, 2017

Exhibit A

	Governmental Activities
Assets	
Cash and Cash Equivalents	\$ 1,237,962
Receivables, Net of Allowance for Uncollectibles	263,171
Investments	1,155,890
Restricted Cash	95,166
Capital Assets Not Being Depreciated:	
Land	165,870
Capital Assets, Net of Accumulated Depreciation	1,446,521
Total Assets	\$ 4,364,580
Deferred Outflows of Resources	
Net Difference Between Projected and Actual Earnings on	
Pension Plan Investments	\$ 84,943
Changes in Assumptions	20,781
Changes in Proportion and Differences Between Bureau	
Contributions and Proportionate Share of Contributions	152
Contributions Subsequent to the Measurement Date	40,764
Total Deferred Outflows of Resources	\$ 146,640
Liabilities	
Accounts Payable	\$ 13,745
Payroll Taxes Payable	17,386
Net Pension Liability	109,457
Total Liabilities	\$ 140,588
Deferred Inflows of Resources	
Differences Between Expected and Actual Experience	\$ 19,154
Changes in Proportion and Differences Between Bureau	
Contributions and Proportionate Share of Contributions	118
Total Deferred Inflows of Resources	\$ 19,272
Net Position	
Net Investment in Capital Assets	\$ 1,612,391
Restricted	95,166
Unrestricted	2,643,803
Total Net Position	\$ 4,351,360

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, 2017

Exhibit B

	<u>Governmental Activities</u>
Expenses:	
Salaries and Related Benefits	\$ 497,546
Advertising & Promotion	657,842
Automobile	7,207
Commissioner Related	4,202
Dues / Subscriptions	15,132
Grant Expenditures	85,005
Insurance	7,429
Office Supplies	45,439
Operating Leases	5,867
Professional Fees	38,851
Repairs & Maintenance	36,108
Training	9,665
Other	85
Utilities	31,561
Other Expenditures	18,508
Depreciation Expense	<u>77,070</u>
Total Expenses	1,537,517
 Program Revenues:	
Operating Grant Revenue	<u>100,000</u>
Total Program Revenues	<u>100,000</u>
Net Program (Expense) / Revenue	(1,437,517)
 General Revenues:	
Taxes, Net of Collection Fees	872,152
Intergovernmental	619,943
Interest	16,989
Contributions from Non-Employer Contributing Entities	<u>3,926</u>
Total General Revenues	<u>1,513,010</u>
Excess / (Deficiency) of Revenues over Expenditures	75,493
 Net Position - Beginning of the Year	 <u>4,275,867</u>
Net Position - End of the Year	\$ <u>4,351,360</u>

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
Governmental Fund Balance Sheet
December 31, 2017

Exhibit C

Assets

Cash and Cash Equivalents	\$ 1,237,962
Receivables, Net of Allowance for Uncollectibles	263,171
Investments	1,155,890
Restricted Cash	<u>95,166</u>
 Total Assets	 <u>\$ 2,752,189</u>

Liabilities and Fund Balance

Liabilities:

Accounts Payable	\$ 13,745
Payroll Taxes Payable	<u>17,386</u>
Total Liabilities	31,131

Fund Balance:

Fund Balance - Restricted	95,166
Fund Balance - Committed	1,010,000
Fund Balance - Unassigned	<u>1,615,892</u>
Total Fund Balance	<u>2,721,058</u>

Total Liabilities and Fund Balance	<u>\$ 2,752,189</u>
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The accompanying notes are an integral part of this statement.

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
Reconciliation of the Governmental Fund Balance Sheet to the
Government-Wide Statement of Net Position
December 31, 2017

Exhibit D

Total Fund Balance, Governmental Fund (Exhibit C) **\$ 2,721,058**

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 1,612,391

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

Net Pension Liability (109,457)
Deferred Outflows of Resources 146,640
Deferred Inflows of Resources: (19,272)

Net Position of Governmental Activities (Exhibit A) **\$ 4,351,360**

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, 2017

Exhibit E

Revenues:

Taxes, Net of Collection Fees	\$	872,152
Intergovernmental		619,943
Interest		16,989
Grant Revenue		100,000
Total Revenues		1,609,084

Expenditures:

Salaries & Related Benefits		473,561
Advertising & Promotion		657,842
Automobile		7,207
Commissioner Related		4,202
Dues / Subscriptions		15,132
Grant Expenditures		85,005
Insurance		7,429
Office Supplies		45,439
Operating Leases		5,867
Professional Fees		38,851
Repairs & Maintenance		36,108
Training		9,665
Uniforms		85
Utilities		31,561
Other Expenditures		18,508
Capital Outlay		39,875
Total Expenditures		1,476,337

Excess (Deficiency) of Revenues over Expenditures		132,747
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Fund Balance - Beginning of the Year		2,588,311
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Fund Balance - End of the Year	\$	2,721,058
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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, 2017

Net Change in Fund Balance, Governmental Fund (Exhibit E) **\$ 132,747**

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	39,875
Depreciation Expense	(77,070)

In accordance with Governmental Accounting Standards Board Statement No. 68, the net pension liability 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	(23,985)
Contributions from Non-Employer Contributing Entities	<u>3,926</u>

Change in Net Position of Governmental Activities (Exhibit B) **\$ 75,493**

Tangipahoa Parish Convention and Visitors Bureau

Hammond, Louisiana

Notes to the Financial Statements

For the Year Ended December 31, 2017

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 "Parish 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 Parish 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 eight (8) 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 Louisiana Revised Statute (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 Tangipahoa Parish Council (hereinafter referred to as 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;

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

restricted net position; and unrestricted net position. The Bureau first utilizes restricted resources to finance qualifying activities.

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.

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

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 either included on the Statement of Net Position.

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 prepared and submitted its annual budget to the Parish Council for approval. The Parish 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 Parish 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, if applicable.

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

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

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.

I. Compensated Absences

The Bureau's policy is to allow employees vacation pay based on length of service. All full-time employees are entitled to one-week vacation after one full year of service, two weeks after two full years of service, and three weeks after ten full years of service. Vacation leave not taken cannot be accrued, and must be taken in the anniversary year it is acquired. Upon separation from service, employees are paid at their current rate of pay for any accrued vacation leave.

Sick leave is cumulative at the rate of one day of sick leave for each month of continuous employment until a maximum of 180 days has accumulated. Upon separation of service, no more than ten days of accumulated sick pay will be compensated.

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 173 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, 2017, 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, 2017

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 Commissioners (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, 2017, the Bureau did not have any nonspendable or assigned fund balances.

L. 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 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.

C. Deficit Fund Equity

As of December 31, 2017, 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 \$1,333,128 (of which \$95,166 is restricted) and investments totaling \$1,155,890 at December 31, 2017.

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

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, 2017, with the related federal deposit insurance and pledge securities:

Bank Balances:	
Insured (FDIC Insurance)	\$ 1,096,480
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	1,429,124
Uninsured and Uncollateralized	-
Total Deposits	<u>\$ 2,525,604</u>

Even through 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, 2017, 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.

4. Receivables

Accounts receivable at December 31, 2017, consisted of the following:

4% Hotel, Motel, and Campground Taxes due from Tangipahoa Parish Sheriff	\$ 121,159
Accrued Interest Receivable	6,380
State Appropriations Receivable	<u>135,632</u>
Total Amounts Due	<u>\$ 263,171</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, 2017.

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

5. Capital Assets

Capital asset activity for the year ended December 31, 2017, including depreciation expense of \$77,070, is as follows:

Description	Balance 12/31/16	Increases	Decreases	Balance 12/31/17
Capital Assets Not Depreciated:				
Land	\$ 165,870	\$ -	\$ -	\$ 165,870
Other Capital Assets:				
Buildings	1,691,875	-	-	1,691,875
Vehicles	16,581	-	-	16,581
Equipment	133,623	25,922	-	159,545
Furniture	210,354	-	-	210,354
Improvements	334,610	13,953	-	348,563
Total Other Capital Assets	2,387,043	39,875	-	2,426,918
Less: Accumulated Depreciation	(903,327)	(77,070)	-	(980,397)
Other Capital Assets, Net	1,483,716	(37,195)	-	1,446,521
Total	<u>\$ 1,649,586</u>	<u>\$ (37,195)</u>	<u>\$ -</u>	<u>\$ 1,612,391</u>

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. 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.

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 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

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

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 12.50% for 2017. Contributions to the System from the Bureau were \$40,764 for the year ended December 31, 2017.

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

At December 31, 2017, the Bureau reported a liability of \$109,457 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, 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, 2017, contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2016, the Bureau's proportion was 0.053147%, which was a decrease of 0.001454% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the Bureau recognized pension expense of \$64,829. At December 31, 2017, 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	\$ -	\$ 19,154
Changes of Assumptions	20,781	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	84,943	-
Changes in Proportion and Differences Between the Bureau's Contributions and Proportionate Share of Contributions	152	118
Bureau Contributions Subsequent to the Measurement Date	40,764	-
	<u>\$ 146,640</u>	<u>\$ 19,272</u>

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

\$40,764 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, 2017. 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, 2017	\$	31,987
December 31, 2018		34,391
December 31, 2019		22,388
December 31, 2020		(2,294)
	\$	86,472

Actuarial Assumptions – The total pension liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	7.00%, Net of Investment Expense
Expected Remaining Service Lives	4 Years
Projected Salary Increases	5.25% (2.50% Inflation, 2.75% Merit)
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	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.
Inflation Rate	2.50%

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

Notes to the Financial Statements (Continued)
For the Year Ended December 31, 2017

The mortality rate assumption used in the December 31, 2016, valuation was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Healthy Annuitant Sex Distinct Tables (set forward two years for males and set forward one year for females) projected to 2031 using Scale AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back five years for males and three years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back four years for males and three years for females was used.

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 7.66% for the year ended December 31, 2016.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	35.00%	1.24%
Equity	52.00%	3.63%
Alternatives	11.00%	0.67%
Real Assets	2.00%	0.12%
Total	100.00%	5.66%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.66%

Discount Rate – The discount rate used to measure the total pension liability was 7.00%. 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, 2017

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 liability calculated using the discount rate of 7.00%, 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 (6.00%) or one percentage-point higher (8.00%) than the current rate:

	1.0% Decrease (6.00%)	Current Discount Rate (7.00%)	1.0% Increase (8.00%)
Bureau's Proportionate Share of the Net Pension Liability	\$ 327,430	\$ 109,457	\$ (74,846)

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, 2017, the Bureau had payables totaling \$17,386 due to the System, which represents the employee and employer's share of the 4th quarter 2017 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, 2017, 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, 2017

9. Leases

The Bureau is leasing a copier under a five-year operating lease, expiring in August 2017. The lease is dated August 1, 2012, with the first payment being due for September 2012. After August 2017, the lease extends on a month-to-month basis, unless terminated by either party.

The Bureau is leasing a Pitney Bowes Postage Meter under a sixty-month operating lease dated July 16, 2011, expiring in June 2015. During 2015, this was extended for an additional 60 months, expiring in June 2020.

The following is a schedule of future minimum lease payments required under the above operating leases as of December 31, 2017:

December 31, 2018	\$	1,248
December 31, 2019		1,248
December 31, 2020		<u>624</u>
	\$	<u>3,120</u>

Lease payments amounted to \$5,867 in 2017.

10. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 15, 2018, and determined that no events occurred that require disclosure. 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, 2017

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget Favorable / (Unfavorable)
Revenues:				
Taxes	\$ 700,000	\$ 700,000	\$ 918,055	\$ 218,055
Less: Collection Fee	(35,000)	(35,000)	(45,903)	(10,903)
Intergovernmental	450,000	450,000	619,943	169,943
Interest	12,000	12,000	16,989	4,989
Grant Revenue	50,000	50,000	100,000	50,000
Total Revenues	1,177,000	1,177,000	1,609,084	432,084
Expenditures:				
Current:				
Salaries & Related Benefits	489,000	489,000	473,561	15,439
Advertising & Promotion	591,800	666,800	657,842	8,958
Automobile	27,000	27,000	7,207	19,793
Commissioner Related	2,000	2,000	4,202	(2,202)
Dues & Subscriptions	6,500	6,500	15,132	(8,632)
Grant Expenditures	53,000	53,000	85,005	(32,005)
Insurance	13,200	13,200	7,429	5,771
Office Supplies	42,000	42,000	45,439	(3,439)
Operating Leases	5,000	5,000	5,867	(867)
Professional Fees	20,000	20,000	38,851	(18,851)
Repairs & Maintenance	24,000	24,000	36,108	(12,108)
Training	16,000	16,000	9,665	6,335
Uniforms	1,500	1,500	85	1,415
Utilities	36,000	36,000	31,561	4,439
Other	-	-	18,508	(18,508)
Capital Outlay	50,000	50,000	39,875	10,125
Total Expenditures	1,377,000	1,452,000	1,476,337	(24,337)
Excess (Deficiency) of Revenues over Expenditures	(200,000)	(275,000)	132,747	407,747
Fund Balance:				
Beginning of the Year	2,109,007	2,109,007	2,588,311	479,304
End of the Year	\$ 1,909,007	\$ 1,834,007	\$ 2,721,058	\$ 887,051

See 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, 2017

<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>
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 auditor's report.

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
 Schedule of Bureau Contributions
 For the Year Ended December 31, 2017

Schedule 3

Fiscal Year*	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency / (Excess)	Bureau's Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
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 auditor's report.

Other Supplemental Information

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
Schedule of Compensation Paid to the Board of Directors
For the Year Ended December 31, 2017

Schedule 4

Name and Address	Position	Compensation	Term Expires
Daryl Ferrara 18114 Bradford Drive Hammond, LA 70403	Director	\$ -	April 2021
Alison Blades 22109 Highway 1061 Amite, LA 70422	Director	-	April 2021
Amy Kinchen Hoyt 30081 Leslie Street Albany, LA 70711	Director	-	April 2020
Carolyn Pugh 1600 SE Railroad Avenue Ponchatoula, LA 70454	Director	-	April 2020
Wesley Ridgedell 19228 Highway 40 Loranger, LA 70446	Director / Co-Chairman	-	April 2019
Nita Vedros 21544 Highway 190 East Hammond, LA 70401	Director / Chairman	-	April 2020
Rev. Jerry Hanible P.O. Box 206 Hammond, LA 70404	Director	-	April 2019
Dr. Leslie Mabry, Jr. P.O. Box 744 Amite, LA 70422	Director	-	April 2019
		<u>\$ -</u>	

See auditor's report.

Tangipahoa Parish Convention and Visitors Bureau
Hammond, Louisiana
 Schedule of Compensation, Benefits and Other Payments to Agency Head
 For the Year Ended December 31, 2017

Schedule 5

Agency Head: Carla Tate, Executive Director

Purpose	Amount
Salary	\$ 77,697
Benefits - Insurance	15,279
Benefits - Retirement	9,712
Deferred Compensation	-
Benefits - Other - Supplemental Pay	-
Car Allowance	-
Vehicle Provided by Government	-
Vehicle Rental	-
Cell Phone	-
Dues	-
Per Diem	-
Reimbursements	5,422
Travel	-
Registration Fees	-
Conference Travel	-
Housing	-
Unvouchered Expenses	-
Special Meals	-
Other	-
	\$ 108,110

See auditor's report.

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

Dennis E. James, CPA
Lyle E. Lambert, CPA
Paul M. Riggs, Jr., CPA

J. Bryan Ehricht, CPA
Samantha D. Wagner, CPA
Christie J. Barado
Megan E. Lynch
B. Jacob Steib
Debbie G. Faust, EA
Ramona K. Huckabee, EA



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Member of
American Institute of CPAs
Society of Louisiana CPAs

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, 2017, 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 15, 2018.

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) 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 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.

Compliance and Other Matters

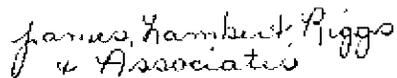
As part of obtaining reasonable assurance about whether the Tangipahoa Parish Convention and Visitors Bureau's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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

Tangipahoa Parish Convention and Visitors Bureau
June 15, 2018

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 15, 2018

Tangipahoa Parish Convention and Visitors Bureau

Hammond, Louisiana

Schedule of Findings and Questioned Costs

For the Year Ended December 31, 2017

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, 2017, 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 15, 2018. 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
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2. Management Letter

Was a management letter issued?	___	Yes	_X_	No
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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, 2017

<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>
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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, 2017

Dennis E. James, CPA
Lyle E. Lambert, CPA
Paul M. Riggs, Jr., CPA

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Independent Accountants' Report on Applying Agreed-Upon Procedures

Ms. Carla Tate, Executive Director
and Board of Commissioners
Ponchatoula, Louisiana and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the Tangipahoa Parish Convention & Visitors Bureau (the "Bureau") and the Louisiana Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. The Bureau's management is responsible for those control and compliance areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of 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.

Our procedures and findings are detailed in Schedule "A"

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance 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.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance areas identified in the SAUPs, and the results 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 Legislative Auditor as a public document.

*James Lambert Riggs
& Associates*

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

June 15, 2018

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial / business functions (or report that the entity does not have any written policies and procedures), as applicable:

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

Results: We sighted the Visitors Bureau's written policies and procedures for budgeting with no exception.

- 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.

Results: We sighted the Visitors Bureau's written policies and procedures for purchasing with no exception.

- c) **Disbursements**, including processing, reviewing, and approving

Results: We sighted the Visitors Bureau's written policies and procedures for disbursements with no exception.

- d) **Receipts**, including receiving, recording, and preparing deposits

Results: We sighted the Visitors Bureau's written policies and procedures for receipts with no exception.

- e) **Payroll / Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked

Results: We sighted the Visitors Bureau's written policies and procedures for payroll / personnel with no exception.

- f) **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: The did not have any written policies and procedures for contracts with no exception.

- g) **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, and (5) monitoring card usage

Results: We sighted the Visitors Bureau's written policies and procedures for credit cards and fuel cards with no exception.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Results: We sighted the Visitors Bureau's written policies and procedures for travel and expense reimbursements with no exception.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

Results: We sighted the Visitors Bureau's written policies and procedures for ethics with no exception.

- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements

Results: The Visitors Bureau does not have a written policy for debt service, as the Visitor's Bureau has no debt.

Board (or Finance Committee, if applicable)

2. Obtain and review the board / committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

Results: Per a review of the minutes of the Visitors Bureau for the period January 1, 2017 through December 31, 2017, the Visitors Bureau met on a monthly basis.

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

Results: Per a review of the minutes of the Visitors Bureau for the period January 1, 2017 through December 31, 2017, the minutes referenced budget-to-actual comparisons on the Visitors Bureau's major funds.

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal / written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal / written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

Results: Per a review of the minutes of the Visitors Bureau for the period January 1, 2017 through December 31, 2017, there were no periods of deficit spending during the fiscal period.

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

Results: Per a review of the minutes of the Visitors Bureau for the period January 1, 2017 through December 31, 2017, the Visitors Bureau approved contracts and grant agreements in at least one meeting during the year.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

Results: Management provided us with the required listing of bank accounts as well as management's representation that the listing is complete.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than five accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

Results: For the 2 bank accounts selected, all bank reconciliations were prepared for all twelve months for the period January 1, 2017 through December 31, 2017.

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

Results: For the 2 bank accounts selected, evidence existed that the bank statements were reviewed by a member of management or a board member; however, no evidence existed that the bank reconciliations were reviewed by a member of management or a board member for the period January 1, 2017 through December 31, 2017.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Results: For the 2 bank accounts selected, two accounts had outstanding items over 6 months as of December 31, 2017. For these two accounts, management does not have documentation reflecting that the Visitors Bureau had researched the outstanding reconciling items as of December 31, 2017.

Collections

5. Obtain a listing of cash / check / money order (cash) collection locations and management's representation that the listing is complete.

Results: Management provided us with the required listing of cash collection locations as well as management's representation that the listing is complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than five locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each cash collection location selected:

a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

Results: Each person responsible for collecting checks / cash are bonded. One of two individuals responsible for collecting check / cash is responsible for depositing the cash in the bank. One of two individuals can record the related transaction. Neither employee reconciles the related bank account.

b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and / or subsidiary ledgers, by revenue source and / or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

Results: Management provided us with written documentation or reconciling cash collections to the general ledger. This reconciliation is performed by an individual not responsible for check / cash collections.

c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

➤ Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

Results: The highest week of cash collections had collections on two (2) days during the week and these collections were deposited three (3) days later.

➤ Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

Results: Daily cash collections for the highest week of cash collections were completely supported by documentation.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

Results: We sighted the Visitors Bureau's written policies and procedures for receipts with no exception.

Disbursements – General (excluding credit card / debit card / fuel card / P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort / filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Results: Management provided us with the required listing of disbursements as well as management's representation that the listing is complete.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card / debit card / fuel card / P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens / logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition / purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition / purchase order system.

Results: The Visitors Bureau does not utilize a purchase order system.

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

Results: The Visitors Bureau does not utilize a purchase order system.

- c) Payments for purchases were not processed without (1) an approved requisition and / or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Results: For the 25 transactions selected, none selected were initiated using an approved purchase order since the Visitors Bureau does not utilize a purchase order system. All 25 transactions including a receiving report, when applicable, and all 25 transactions had an approved invoice.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing / disbursement system.

Results: We sighted the Visitors Bureau's written policies and procedures for purchasing. The accounts payable clerk responsible for processing payments is able to add vendors to the Visitors Bureau's purchasing / disbursement system.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Results: We sighted the Visitors Bureau's written policies and procedures for purchasing. The individuals who can initiate or record purchases do not have signatory authority.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

Results: We sighted the Visitors Bureau's written policies and procedures for purchasing. Checks are printed on blank check stock, and individuals with signatory authority do not have access to print checks.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Results: No signature stamp or machine is utilized by the Visitors Bureau.

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

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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: Management provided us with the required listing of credit cards and fuel cards as well as management's representation that the listing is complete.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized cardholder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.])

Results: For the six (6) cards selected, the statements of all six cards were reviewed and approved, in writing, by someone other than the authorized cardholder.

- b) Report whether finance charges and / or late fees were assessed on the selected statements.

Results: For the six (6) cards selected, no finance charges and / or late charges were assessed.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased).

Results: For the six (6) cards selected, all six (6) cards had supporting itemized receipts for all transactions.

- Documentation of the business / public purpose. For meal charges, there should also be documentation of the individuals participating.

Results: For the six (6) cards selected, all six (6) cards selected had supporting documentation of the business/ public purpose, and all meal receipts contained documentation of the individuals participating.

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.).

Results: We sighted the Visitors Bureau's written policies and procedures for credit cards and fuel cards. For the six (6) cards selected, all six (6) cards selected had other supporting documentation required by the Visitors Bureau's written policy.

b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing / disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

Results: For the six (6) cards selected, no transactions reviewed required the solicitation of bids or quotes.

c) For each transaction, compare the entity's documentation of the business / public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Results: For the six (6) cards selected, there were no violations of Article 7, Section 14 of the Louisiana Constitution.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort / filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

Results: Management provided us with the required listing of travel and related expense reimbursements as well as management's representation that the listing is complete.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.

Results: We sighted the Visitors Bureau's written policies and procedures for travel and expense reimbursements. No reimbursement rates exceeded GSA rates.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

Results: For the three employees selected, all travel and expense reimbursements were paid in accordance with written policy.

- b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

Results: For the three employees selected, all travel and expense reimbursements were documented by original itemized receipts.

- Documentation of the business / public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

Results: For the three employees selected, all travel and expense reimbursements documented the business / public purchase of the expense.

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

Results: We sighted the Visitors Bureau's written policies and procedures for travel and expense reimbursements. For the three employees selected, all three employee reimbursements had other supporting documentation required by the Visitors Bureau's written policy.

- c) Compare the entity's documentation of the business / public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Results: For the three employees selected, there were no violations of Article 7, Section 14 of the Louisiana Constitution.

- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: For the three employees selected, each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort / filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

Results: Management provided us with a listing of all contracts in effect during the period January 1, 2017 through December 31, 2017 as well as management's representation that the listing is complete.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal / written contract that supports the services arrangement and the amount paid.

Results: For the only contract selected, there was a formal / written contract that supported the services arrangement and the amount paid.

- b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

➤ If yes, obtain / compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder).

Results: For the only contract selected, it was not subject to the Louisiana Public Bid Law.

➤ If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

Results: For the only contract selected, it was not subject to the Louisiana Public Bid Law.

- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

Results: For the only contract selected, there was no amendment during the period January 1, 2017 through December 31, 2017.

- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

Results: For the only contract selected, the largest payment contained a supporting invoice that complied with the terms and conditions of the contract.

- e) Obtain / review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

Results: For the only contract selected, it was approved by the Visitors Bureau.

Payroll and Personnel

22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees / officials, obtain their personnel files, and:

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

Results: Management provided us with the required list of employees and salaries as well as management's representation that the listing is complete. For the five randomly selected employees, compensation paid to each employee was made in accordance with each employee's approved pay rate.

- b) Review changes made to hourly pay rates / salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Results: Management provided us with the required list of employees and salaries as well as management's representation that the listing is complete. For the five randomly selected employees, all changes to each employee's approved pay rates were approved in writing and in accordance with written policy.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees / officials (or randomly select one-third of employees / officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees / officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his / her attendance and leave. However, if the elected official is earning leave according to policy and / or contract, the official should document his / her daily attendance and leave.)

Results: Management provided us with all attendance and leave records for the period January 1, 2017 through December 31, 2017. For the selected employees, all employees documented their daily attendance and leave.

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees / officials.

Results: Management provided us with all attendance and leave records for the period January 1, 2017 through December 31, 2017. For the selected employees, we sighted documentation that supervisors approved attendance and leave.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees / officials that earn leave.

Results: Management provided us with all attendance and leave records for the period January 1, 2017 through December 31, 2017. For the selected employees, we sighted written documentation of the Visitors Bureau's leave records for all full-time employees.

24. Obtain from management a list of those employees / officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees / officials. Report whether the termination payments were made in strict accordance with policy and / or contract and approved by management.

Results: Management provided us with the required list of employees terminated for the period January 1, 2017 through December 31, 2017. For the one termination payment selected for this period, the payment was made in accordance with Visitors Bureau policies and approved by management.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Results: Management provided us with all supporting documentation related to payroll taxes and retirement contributions for the period January 1, 2017 through December 31, 2017. For this period, all payroll tax deposits and retirement contribution payments were paid by the required deadlines.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees / officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

Results: For the five randomly selected employees, all ethics compliance documentation was provided to us and the required ethics training was completed for all employees.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

Results: Per conversation with management, the Visitors Bureau had no alleged ethics violations reported during the period January 1, 2017 through December 31, 2017.

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

Results: The Visitors Bureau had no new debt issued during the period January 1, 2017 through December 31, 2017.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

Results: During the period January 1, 2017 through December 31, 2017, the Visitors Bureau had no outstanding debt.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Results: The Visitors Bureau had no tax millages relating to debt service during the period January 1, 2017 through December 31, 2017.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain / review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the Visitors Bureau attorney of the parish in which the entity is domiciled.

Results: Per conversation with management, the Visitors Bureau had no misappropriations of public funds or assets during the period January 1, 2017 through December 31, 2017.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: Reviewed a copy of the notice posted on the premises and on the Visitors Bureau's website with no exception.

If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

Results: There were no exceptions regarding management's representations in the procedures above.



Amy Hoyt
Hotel/Lodging

Carolyn Pugh
Ponchatoula

Daryl Ferrara
Hammond

Wesley Ridgedell
Independence

Alvin Stevens
Kentwood

Nita Vedros
TCOA

Rev. Jerry Hanible
Hammond

Dr. Leslie Mabry
Amite

Carla Tate
Executive Director

June 15, 2018

James Lambert Riggs and Associates, Inc.

Post Office Drawer 369

Hammond, LA 70404

Tangipahoa Parish Convention & Visitors Bureau agree with our auditors, James Lambert Riggs & Associates, Inc. regarding our Statewide Agreed Upon Procedures (SAUP) Engagement and findings in Schedule "A" of the report.

Management is currently working on these areas of concern to resolve them. Our corrective actions are listed below.

1.f) *TPCVB will create a policy to address contracts. This policy will be created and approved by the TPCVB board and incorporated into TPCVB Accounting Policy.*

4.b) *TPCVB will begin to have bank reconciliations reviewed by a board member.*

4.c) *TPCVB will have the finance department begin to research any unreconciled items over 6 months old.*

The TPCVB Accounting Policy will be updated to reflect changes and approved by the TPCVB board.

9.) *Due to TPCVB being a small organization, we do not have the man power or need to have a purchase order system.*

Carla G. Tate

Executive Director

Tangipahoa Parish Convention & Visitors Bureau