

**ACADIA PARISH CONVENTION AND  
VISITORS COMMISSION**

**FINANCIAL REPORT**

**DECEMBER 31, 2018**

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Commissioners of  
Acadia Parish Convention and  
Visitors Commission  
Crowley, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and each major fund of the Acadia Parish Convention and Visitors Commission (a component unit of the Acadia Parish Police Jury) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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 the financial statements that are free from material misstatement whether due to fraud or error.

### Accountants' Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America required that the accompanying budgetary comparison schedule and notes to the schedule on pages 21 and 22 be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic or historical context. Management has omitted management's discussion and analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed or compiled the required supplementary information and we do not express an opinion, conclusion, nor provide any assurance on it.

Other Matters

The schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The schedule of compensation, benefits and other payments to agency head has been subjected to the review procedures applied in the accountants' review of the basic financial statements and we are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

In accordance with the Louisiana Governmental Audit Guide and the provisions of State Law, we have issued our report, dated April 26, 2019, on the results of our agreed-upon procedures.



Lafayette, Louisiana  
April 26, 2019

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

## STATEMENT OF NET POSITION

December 31, 2018

ASSETS	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 147,826
Taxes receivable	47,464
Capital assets:	
Non-depreciable	629,091
Depreciable, net	<u>74,105</u>
Total assets	<u>\$ 898,486</u>
LIABILITIES AND NET POSITION	
LIABILITIES	
Accounts payable	\$ 10,051
Payroll liabilities	<u>1,715</u>
Total liabilities	<u>\$ 11,766</u>
NET POSITION	
Net investment in capital assets	\$ 703,196
Net position – unrestricted	<u>183,524</u>
Total net position	<u>\$ 886,720</u>
Total liabilities and net position	<u>\$ 898,486</u>

See Accompanying Notes and Independent Accountants' Review Report.

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2018

	<u>Governmental Activities</u>
Expenses:	
Economic development	\$ <u>219,496</u>
Total expenses	\$ <u>219,496</u>
General revenues:	
Taxes –	
Hotel/motel	\$ 152,694
Enterprise	111,979
Interest	<u>102</u>
Total general revenues	\$ <u>264,775</u>
Change in net position	\$ 45,279
Net position, beginning	<u>841,441</u>
Net position, ending	<u>\$ 886,720</u>

See Accompanying Notes and Independent Accountants' Review Report.

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**FUND FINANCIAL STATEMENTS**

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

BALANCE SHEET  
GOVERNMENTAL FUNDS  
December 31, 2018

ASSETS	<u>General Fund</u>
Cash and cash equivalents	\$ 147,826
Taxes receivable	<u>47,464</u>
Total assets	<u>\$ 195,290</u>
<b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 10,051
Payroll liabilities	<u>1,715</u>
Total liabilities	<u>\$ 11,766</u>
<b>FUND BALANCE</b>	
Unassigned	<u>\$ 183,524</u>
Total fund balances	<u>\$ 183,524</u>
Total liabilities and fund balances	<u>\$ 195,290</u>

See Accompanying Notes and Independent Accountants' Review Report.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE STATEMENT OF NET POSITION  
 December 31, 2018

Total fund balance – governmental funds	\$ 183,524
Total net position reported for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds.	
Capital assets, net	<u>703,196</u>
Net position of governmental activities	<u>\$ 866,720</u>

See Accompanying Notes and Independent Accountants' Review Report.

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS

For the Year Ended December 31, 2018

	<u>General Fund</u>
Taxes –	
Hotel/motel	\$ 152,694
Enterprise	111,979
Interest	<u>102</u>
Total revenues	<u>\$ 264,775</u>
Expenditures:	
Current –	
Economic development	<u>\$ 236,515</u>
Net change in fund balance	\$ 28,260
Fund balance, beginning	<u>155,264</u>
Fund balance, ending	<u>\$ 183,524</u>

See Accompanying Notes and Independent Accountants' Review Report.

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES OF THE GOVERNMENTAL FUNDS TO THE  
STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2018

Net change in fund balance – total governmental funds		\$ 28,260
The change in net position reported for governmental activities in the statement of activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlays	\$ 28,179	
Depreciation expense	<u>(11,160)</u>	
		<u>\$ 17,019</u>
Change in net position of governmental activities		<u>\$ 45,279</u>

See Accompanying Notes and Independent Accountants' Review Report.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The financial statements of the Acadia Parish Convention and Visitors Commission (the "Commission") have been prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies of the Commission are described below.

Reporting entity:

The Commission, a component unit of Acadia Parish Police Jury, was created in 1989 by an ordinance of the Acadia Parish Police Jury. It is governed by a Board of Commissioners appointed by the Acadia Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Commission.

Basis of presentation:

The Commission's basic financial statements consist of the government-wide statements and the fund financial statements. The statements are prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units.

Government-wide financial statements -

The government-wide financial statements include the statement of net position and the statement of activities of the Commission. As a general rule, the effect of interfund activity has been removed from these statements. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

In the government-wide statement of net position, the governmental activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Commission's net position is reported in three parts – net investment in capital assets, restricted and unrestricted.

The government-wide statement of activities reports both the gross and net cost of each of the Commission's functions. The functions are also supported by general government revenues (certain intergovernmental revenues, interest income, etc.). The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants include capital-specific grants. The Commission had no program or grant revenues for the year ended December 31, 2018.

The Commission reports all direct expenses by function in the government-wide statement of activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is included as a direct expense. The net cost (by function) is normally covered by general revenue (intergovernmental revenues, interest income, etc.).

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

**Fund financial statements -**

The fund financial statements provide information about the Commission's funds. The emphasis of the fund financial statements is on major governmental funds.

The Commission reports the following major governmental funds:

General Fund - This fund accounts for all operating activities of the Commission.

**Basis of accounting:**

**Government-wide financial statements -**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the related cash flows takes place. Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) equal value in exchange, include taxes, grants, and donations. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

**Fund financial statements -**

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. All other receivables collected within 60 days after year-end are considered available and recognized as revenue of the current year.

Expenditures are recorded when the related fund liability is incurred, except for compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

**Cash:**

Cash includes amounts in demand and savings deposits.

**Investments:**

State statutes authorize the Commission to invest in United States bonds, treasury notes, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

The Commission did not have any investments as of December 31, 2018.

**Custodial credit risk:**

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission's policy to ensure there is no exposure to this risk is to require each financial institution to pledge their own securities to cover any amount in excess of Federal Depository Insurance Coverage. These securities must be held in the Commission's name. The Commission had no custodial credit risk related to its deposits at December 31, 2018.

**Capital assets:**

The accounting treatment over property and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

**Government-wide statements –**

The Commission's property and equipment with useful lives of more than one year are stated at historical costs and comprehensively reported in the government-wide financial statements. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. The range of estimated useful lives by type of assets is as follows:

	<u>Years</u>
Automobile	5
Building improvements	5 - 20
Buildings	20
Furniture and equipment	3 - 5
Land improvements	20 - 30

**Fund financial statements –**

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

**Compensated absences:**

The Commission does not have a formal policy on vacation and sick leave. Accordingly, no liability has been recorded in the financial statements.

**Deferred outflows/inflows of resources:**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expenditure) until then. The Commission does not currently have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission does not currently have any items that qualify for reporting in this category.

**Net position flow assumption:**

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumptions must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

**Fund balance flow assumption:**

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumptions must be made about the order in which the resources are considered to be applied. It is the government’s policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**Equity classifications:**

**Government-wide statements –**

Equity is classified as net position and displayed in three components: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position.

**Fund financial statements –**

The Commission defines fund balance categories in accordance with GASB Statement 54, “Fund Balance Reporting and Governmental Fund Type Definitions.” The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable fund balance** - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
- **Restricted fund balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- **Committed fund balance** - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- **Assigned fund balance** - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- **Unassigned fund balance** - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The Board of Commissioners establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Board of Commissioners through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

#### Use of estimates:

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

#### Budgets and budgetary accounting:

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. The budget is employed as a management control device during the year that assists its users in financial activity analysis. All budget appropriations lapse at year end.

Note 2. Capital Assets

Capital assets activity for the year ended December 31, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental activities:</b>				
Capital assets, not being depreciated –				
Land	\$ 629,091	\$ -	\$ -	\$ 629,091
Capital assets being depreciated –				
Automobiles	\$ 19,914	\$ -	\$ -	\$ 19,914
Buildings	115,664	-	-	115,664
Building improvements	55,375	28,179	-	83,554
Furniture and equipment	9,893	-	-	9,893
Land improvements	<u>49,005</u>	<u>-</u>	<u>-</u>	<u>49,005</u>
Total capital assets being depreciated	<u>\$ 249,851</u>	<u>\$ 28,179</u>	<u>\$ -</u>	<u>\$ 278,030</u>
Less accumulated depreciation for –				
Automobiles	\$ (19,914)	\$ -	\$ -	\$ (19,914)
Buildings	(89,948)	(5,783)	-	(95,731)
Building improvements	(35,755)	(3,219)	-	(38,974)
Furniture and equipment	(9,893)	-	-	(9,893)
Land improvements	<u>(37,255)</u>	<u>(2,158)</u>	<u>-</u>	<u>(39,413)</u>
Total accumulated depreciation	<u>\$ (192,765)</u>	<u>\$ (11,160)</u>	<u>\$ -</u>	<u>\$ (203,925)</u>
Total capital assets being depreciated, net	<u>\$ 57,086</u>	<u>\$ 17,019</u>	<u>\$ -</u>	<u>\$ 74,105</u>
Total capital assets, net	<u>\$ 686,177</u>	<u>\$ 17,019</u>	<u>\$ -</u>	<u>\$ 703,196</u>

Depreciation was charged to functions as follows:

<b>Governmental activities:</b>	
Economic development	<u>\$ 11,160</u>

Note 3. Per Diem Paid to the Board of Commissioners

There was no compensation paid to Commissioners for the year ended December 31, 2018.

Note 4. Risk Management

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. With the exception of natural disasters, the Commission purchases commercial insurance to cover any claims related to these risks.

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**REQUIRED SUPPLEMENTARY INFORMATION**

## ACADIA PARISH CONVENTION AND VISITORS COMMISSION

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND

For the Year Ended December 31, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Revenues:</b>				
Taxes –				
Hotel/motel	\$ 167,470	\$ 148,200	\$ 152,694	\$ 4,494
Enterprise	82,195	119,000	111,979	(7,021)
Interest Income	<u>179</u>	<u>96</u>	<u>102</u>	<u>6</u>
Total revenues	<u>\$ 249,844</u>	<u>\$ 267,296</u>	<u>\$ 264,775</u>	<u>\$ (2,521)</u>
<b>Expenditures:</b>				
Current –				
Economic development:				
Salaries	\$ 58,265	\$ 58,625	\$ 58,635	\$ (10)
Payroll taxes	4,200	4,620	4,625	(5)
Ads and promotions	63,025	93,600	96,972	(3,372)
Capital expenditures	28,000	27,000	28,179	(1,179)
Dues and subscriptions	994	571	548	23
Insurance	6,355	6,100	6,064	36
Office supplies	7,076	8,560	9,034	(474)
Postage	1,100	2,080	1,785	295
Professional fees	12,000	9,250	9,270	(20)
Repairs and maintenance	10,470	13,875	13,209	666
Telephone	2,876	2,700	2,525	175
Utilities	3,600	3,240	3,320	(80)
Other	<u>1,320</u>	<u>1,460</u>	<u>2,349</u>	<u>(889)</u>
Total expenditures	<u>\$ 199,281</u>	<u>\$ 231,681</u>	<u>\$ 236,515</u>	<u>\$ (4,834)</u>
Net change in fund balance	\$ 50,563	\$ 35,615	\$ 28,260	\$ (7,355)
Fund balance, beginning	<u>101,409</u>	<u>101,409</u>	<u>155,264</u>	<u>53,855</u>
Fund balance, ending	<u>\$ 151,972</u>	<u>\$ 137,024</u>	<u>\$ 183,524</u>	<u>\$ 46,500</u>

See Notes to Budgetary Comparison Schedule.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

NOTE TO BUDGETARY COMPARISON SCHEDULE

See Independent Accountants' Review Report

Note 1. Budgets and Budgetary Accounting

The Commission uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. The Board prepares a proposed operating budget for the fiscal year commencing January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
3. The budget is employed as a management control device during the year that assists its user in financial activity analysis.

All budget appropriations lapse at year-end. The budgets presented are the originally adopted budget and the final amended budget.

Note 2. Stewardship, Compliance and Accountability

Excess of Expenditures over Appropriations. The General Fund had actual expenditures in excess of appropriations for the year of \$4,834.

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**SUPPLEMENTARY INFORMATION**

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER  
PAYMENTS TO AGENCY HEAD

For the Year Ended December 31, 2018

Agency Head: Gwendolynn Hanks

Purpose

Salary

\$ 40,025

See Independent Accountants' Review Report.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES

Year Ended December 31, 2018

#2018-1 – Compliance – Open Meetings Law

**Condition:** For the year ended December 31, 2018, notice of board meetings was not posted in advance at the place of meeting or published in the official journal at least twenty four hours prior to the meeting.

**Criteria:** Louisiana Revised Statute 42:19 requires, among other things, that all public bodies, except the Legislature and its committees, have notice of the meeting at least 24 hours before the meeting by placement of a copy of the notice at the place of the meeting or at the official office of the Commission.

**Cause:** The Commission failed to properly post a notice along with the agenda as required by state law.

**Effect:** Not in compliance with Louisiana RS 42:19.

**Recommendation:** Written public notice should be posted at least 24 hours prior to every meeting. Such notice should include the agenda, date, time and place of meeting. The agenda should not be changed less than twenty-four hours prior to the scheduled time of the meeting.

**Response:** Management will ensure that proper notice along with the agenda be posted going forward.

ACADIA PARISH CONVENTION AND VISITORS COMMISSION

SCHEDULE OF PRIOR YEAR FINDINGS

Year Ended December 31, 2018

Section I. Internal Control and Compliance Material to the financial statements

#2017-1 – Compliance - Budget Violation

Recommendation: The budget should be reviewed periodically during the year and amended as necessary to ensure compliance.

Current Status: The Commission began amending budgets for any changes in revenues or expenses during the current year and was in compliance with the state budget act.

Section II. Internal Control and Compliance Material to Federal Awards

Not Applicable.

Section III. Management Letter

The prior year's report did not include a management letter.

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To The Board of Commissioners of  
Acadia Parish Convention and  
Visitors Commission  
Crowley, Louisiana

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of the Acadia Parish Convention and Visitors Commission, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Acadia Parish Convention and Visitors Commission's compliance with certain laws and regulations during the year ended December 31, 2018, included in the accompanying Louisiana Attestation Questionnaire. Management of the Acadia Parish Convention and Visitors Commission is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with 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 the 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.

**Public Bid Law**

1. Select all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$154,450, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2296 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$30,000 or for public works exceeding \$154,450.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

5. Obtain a list of all disbursements made during the year; and a list of outside interests of board members' and employees' immediate families. Report whether any vendors appear on both lists.

Besides paychecks for employees and expense reimbursements for a commissioner, we noted disbursements made during the year to one individual on the list of outside interests of board members' or employees' immediate families totaling \$1,455.

### **Budgeting**

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and amended budget for the current year.

7. Trace the budget adoption and amendments to the minute book.

The original budget was adopted on November 9, 2017. The Amended budget was adopted on January 16, 2019.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures did not exceed budgeted amounts by 10% or more per category or 5% or more in total).

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more and actual expenditures did not exceed budgeted amounts by 5% or more.

### **Accounting and Reporting**

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- a. Report whether the six disbursements agree to the amount and payee in the supporting documentation,

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- b. Report whether the six disbursements are coded to the correct fund and general ledger account, and

All six of the selected disbursements were properly coded to the correct fund and general ledger account.

- c. Report whether the six disbursements were approved in accordance with management's policies and procedures.

Of the six disbursements selected for testing, all had proper support documented. However, the Commission's policy is to require dual signatures on all disbursements with one signature being a designated board member. One check tested in December 2018 had only one signature.

## **Meetings**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Per management, the agendas for the meetings were not being posted or advertised for fiscal year 2018. This will be corrected going forward into fiscal year 2019.

## **Debt**

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We inspected all original bank statements for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

## **Advances and Bonuses**

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advances, or gifts.

A reading of the minutes of the Commission for the year indicated no approval for the payments noted. We inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

## **State Audit Law**

13. Report whether the agency provided a timely report in accordance with R.S. 24:513.

The Commission provided a timely report.

## **Conclusion**

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A.(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Per Management, there were no contracts that utilize state funds and that were subject to public bid law in the current year.

## **Prior-Year Comments**

15. Obtain and report management's representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

In prior-year review report, there was a finding for budgetary compliance violation. In the current year the budget was amended and in compliance with budgetary requirements.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

A handwritten signature in black ink, appearing to read "Broussard Focher III". The signature is written in a cursive style with a large, stylized initial "B".

Lafayette, Louisiana  
April 26, 2019

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

\_\_\_\_\_ (Date Transmitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<u>Francis R. Bihm</u>	President	<u>Jan. 23, 2019</u>	Date