

**Sabine Parish Tourist and Recreation Commission**

**FINANCIAL REPORT**

**YEAR ENDED DECEMBER 31, 2018**



The CPA. Never Underestimate The Value.<sup>SM</sup>

**Eugene W. Fremaux II**  
Certified Public Accountant

**SABINE PARISH TOURIST AND RECREATION COMMISSION**  
**MANY, LOUISIANA**  
**DECEMBER 31, 2018**

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**INDEPENDENT AUDITOR'S REPORT**

The Board of Directors  
Sabine Parish Tourist and  
Recreation Commission  
Many, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the Sabine Parish Tourist and Recreation Commission, 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.

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

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



## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Sabine Parish Tourist and Recreation Commission as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information 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.

Management has omitted 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 an essential part of financial reporting for placing the basic financial statements in the appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

We have applied certain limited procedures to the required budgetary comparison information (page 15) in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated May 30, 2019, on our consideration of Sabine Parish Tourist and Recreation Commission's internal control over financial reporting and our tests on its compliance with certain provision of laws, regulations, contracts and other matters. The purpose of that report is 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 internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read 'Eugene W. Fremaux II', with a long horizontal line extending to the right from the end of the signature.

EUGENE W. FREMAUX II, CPA  
May 30, 2019

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
STATEMENT OF NET POSITION

December 31, 2018

**ASSETS**

Current assets:

Cash	\$ 228,761
Investments	150,000
Receivables	82,074
Prepays	<u>1,149</u>
Total current assets	461,984

Non-current assets:

Capital assets, net of accumulated depreciation	<u>380,680</u>
TOTAL ASSETS	<u><u>\$ 842,664</u></u>

**LIABILITIES**

Current liabilities:

Accounts payable	\$ 3,298
Other payables	<u>2,960</u>
Total current liabilities	6,258

Non-current liabilities-note payable, non-current portion

TOTAL LIABILITIES	<u>-</u> <u>6,258</u>
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**NET POSITION**

Invested in capital assets	380,680
Unrestricted	<u>455,726</u>
TOTAL NET POSITION	<u><u>\$ 836,406</u></u>

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2018

	Expenses	Charges for Services	Program revenues Operating grants and contributions	Capital grants and contributions	Net (Expense) Revenue and changes in Net assets Governmental Unit
<b><u>FUNCTIONS/PROGRAMS</u></b>					
Governmental activities:					
General government	\$ 412,692	\$ 9,950	\$ 284,501	\$ -	\$ (118,241)
Total governmental activities	<u>412,692</u>	<u>9,950</u>	<u>284,501</u>	<u>-</u>	<u>(118,241)</u>
General revenues:					
Hotel-motel tax					177,115
Interest					1,177
Miscellaneous					<u>2,744</u>
Total general revenues					<u>181,036</u>
Change in net position					62,795
Net position, beginning of year					<u>773,611</u>
Net position, end of year					<u><u>\$ 836,406</u></u>

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
December 31, 2018

## ASSETS

Cash	\$ 228,761
Investments	150,000
Accounts receivable	82,074
Prepaid expenses	1,149
Total assets	<u>\$ 461,984</u>

## LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 3,298
Other payables	<u>2,960</u>
Total liabilities	6,258
Fund balance - unassigned	<u>455,726</u>
Total liabilities and fund balance	<u>\$ 461,984</u>

SABINE PARISH TOURIST AND RECREATION COMMISSION  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION

December 31, 2018

Total fund balances - Governmental Funds		\$ 455,726
Cost of capital assets at December 31, 2018	\$ 738,137	
Less accumulated depreciation at December 31, 2018	<u>(357,457)</u>	<u>380,680</u>
Total net position at December 31, 2018 - Governmental Activities		<u>\$ 836,406</u>

## EXHIBIT E

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE  
YEAR ENDED DECEMBER 31, 2018

Revenues:	
Hotel-motel tax	\$ 177,115
Louisiana sales tax appropriation	186,021
Rent income	9,950
Grants received	98,480
Miscellaneous income	2,744
Interest income	<u>1,177</u>
 Total revenues	 <u>475,487</u>
Expenditures:	
Advertising, printing and publicity	187,467
Personnel expenses	126,601
Office and postage	18,643
Insurance	7,092
Occupancy expenses	24,834
Collection fees	3,481
Dues	4,820
Capital outlay	12,726
Other	<u>14,368</u>
 Total expenditures	 <u>400,032</u>
Excess (deficiency) of revenues over (under) expenditures	 75,455
Fund balance, beginning of year	<u>380,271</u>
 Fund balance, end of year	 <u><u>\$ 455,726</u></u>

SABINE PARISH TOURIST AND RECREATION COMMISSION

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

December 31, 2018

Excess (deficiency) of revenues over expenditures		\$ 75,455
Capital assets:		
Capital outlay capitalized	12,726	
Depreciation expense	<u>(25,386)</u>	<u>(12,660)</u>
Change in net position - Governmental Activities		<u><u>\$ 62,795</u></u>

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

(1) Summary of significant accounting policies

The Sabine Parish Tourist and Recreation Commission, Many, Louisiana, was created in 1974 and operates as a political subdivision of the state of Louisiana under R.S. 33:4574 to promote tourism with Sabine Parish. The accounting and reporting practices of the Sabine Parish Tourist and Recreation Commission conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

This financial report has been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. The following is a summary of the Commission's significant policies:

A. Reporting Entity

This report includes all funds which are controlled by or dependent on the Commission. Control by or dependence on the Commission was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibility. Based on this criteria, there is no other governmental body that should be included in these statements.

B. Fund Accounting

The accounts of the Commission are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of the general fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds are grouped in this report into one generic fund type and one broad fund category as follows:

Governmental Fund Type:

*General Fund* - The general fund is the general operating fund of the Commission. It is used to account for all financial resources of the Commission.

C. Basis of Accounting

Government wide financial statements

The government wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses,

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Program revenues included in the Statement of Activities derive directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Commission's general revenues.

Fund financial statements

The general fund is accounted for using the modified accrual basis of accounting. Revenues are recognized when they become available as net current assets. Tariff fees, intergovernmental revenues, and interest are accrued when their receipt occurs soon enough after the end of the accounting period to be both measurable and available.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

The Commission applies all applicable GASB pronouncements in accounting and reporting for its government-wide financial statements.

D. Budget Practices

The Commission prepares and adopts an annual budget, the dollar amounts being allocated to the various expenditure categories based upon the total amount of anticipated revenues. The Commission amends the budget as appropriate. Budget appropriations lapse at the end of each year.

E. Capital Assets

All capital assets are capitalized at historical cost. The Commission maintains a threshold level of \$2,500 or more for capitalizing capital assets. Capital assets are recorded in the basic financial statements, but are not reported in the fund financial statements. All capital assets are depreciated using the straight-line method over their estimated useful lives, which vary from 5 to 40 years.

F. 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Net Position

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

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

1. Investment in capital assets, net of related debt – consist of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributed to the acquisition, construction, or improvement of those assets;
2. Restricted net position – net position with constraints placed on the use either by a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or b) law through constitutional provisions or enabling legislation;
3. Unrestricted – all other net position is reported in this category.

H. Fund Equity

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components:

1. Nonspendable – amounts that cannot be spent wither because they are in nonspendable form or because they are legally or contractually required to be maintained intact;
2. Restricted – amounts constrained to specific purposes by either a) creditors, grantors, contributors, or the laws or regulations of other governments, or b) constitutional provisions or enabling legislation;
3. Committed – amounts constrained to specific purposes by the governmental entity at its highest level of decision-making authority (Board of Commissioners). These amounts cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint;
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed that are intended to be used for specific purposes as established by the Board of Commissioners or its management to which the Board of Commissioners has delegated the authority to assign amounts for specific purposes;
5. Unassigned – all other spendable amounts.

The Board of Commissioners establishes (and modifies or rescinds) fund balance commitments and assignments by passage of an ordinance or resolution.

The Commission typically uses restricted fund balances first, followed by committed, assigned and unassigned funds when an expenditure is incurred for purposes for which amounts in any of these fund classifications could be used.

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

(2) Pending litigation

The Sabine Parish Tourist and Recreation Commission is not involved in any litigation at December 31, 2018.

(3) Tax revenue

The Commission is authorized to levy and collect sales taxes at the rate of 3% of certain sales by tourist enterprises. Effective July 1, 1996 the Commission replaced the sales tax ordinance as adopted by the Sabine Parish Police Jury on July 17, 1974 with an ordinance to collect a 3% occupancy tax within the framework provided by Act No. 47 of the 1995 Regular Session of the Louisiana Legislature. During the year ended June 30, 1993, the Commission entered into an agreement with the Sabine Parish Sales and Use Tax Commission (Tax Commission) to authorize the Tax Commission to collect the occupancy tax beginning February 1, 1993.

During the year ended December 31, 2018, the Commission received certain appropriated sales tax revenues from Louisiana.

(4) Rental income

Beginning May 1, 2010, the Louisiana House of Representatives began renting office space from the Commission for \$500 per month. During March of 2018, the Sabine Parish Chamber of Commerce began renting office space from the Commission for \$395 per month.

(5) Accounts receivable

At December 31, 2018, receivables of \$82,074 consisted of \$7,589 due from the Sabine Parish Sales Tax Commission, \$64,413 due from the state of Louisiana, and \$10,072 due from others.

(6) Leases

The Sabine Parish Tourist and Recreation Commission is not involved in any capital or long-term operating leases at December 31, 2018.

(7) Cash and investments

Louisiana Revised Statutes authorize the Commission to invest in United States bonds, treasury notes or certificates, time certificates of deposit, or any other federally insured investment. Investments are stated at cost, which approximates market value. Of the total of \$378,461 in cash deposited in demand and time deposits as of December 31, 2018, \$250,000 was secured through federal depository insurance and \$128,461 was secured by the pledge of securities with a face value of \$535,000 owned by the depository bank. These securities are held in the name of the pledging bank in a custodial bank that is mutually acceptable to both parties. These

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

secured bank deposits are considered uncollateralized under the provisions of GASB Statement 3; however, Louisiana Revised Statutes require the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified by the Commission that the pledging bank has failed to pay deposited funds upon demand.

(8) Changes in general fixed assets

Capital assets and related depreciation activity for the year ended December 31, 2018, are as follows:

Construction in progress	14,306	12,726	27,032	-
Land improvements	324,008	27,032	-	351,040
Building	247,570	-	-	247,570
Equipment	63,917	-	-	63,917
Furniture	19,787	-	-	19,787
	<u>725,411</u>	<u>39,758</u>	<u>27,032</u>	<u>738,137</u>

Accumulated depreciation:

Land improvements	174,848	16,080	-	190,928
Building	83,552	6,189	-	89,741
Equipment	54,925	2,738	-	57,663
Furniture	18,746	379	-	19,125
	<u>332,071</u>	<u>25,386</u>	<u>-</u>	<u>357,457</u>

Capital assets, net of accumulated depreciation	<u>\$ 393,340</u>	<u>\$ 14,372</u>	<u>\$ 27,032</u>	<u>\$ 380,680</u>
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(9) Compensation of directors

The directors received no compensation or per diem during the year ended December 31, 2018.

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED DECEMBER 31, 2018  
(unaudited)

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues:				
Hotel-motel tax	\$ 164,000	\$ 164,000	\$ 177,115	\$ 13,115
Louisiana appropriation	165,000	165,000	186,021	21,021
Rent income	6,000	9,000	9,950	950
Grants received	89,985	101,136	98,480	(2,656)
Miscellaneous income	2,500	2,500	2,744	244
Interest income	1,200	1,200	1,177	(23)
Total revenues	<u>428,685</u>	<u>442,836</u>	<u>475,487</u>	<u>32,651</u>
Expenditures:				
General government:				
Advertising and publicity	209,875	258,955	187,467	71,488
Personnel expenses	138,600	138,600	126,601	11,999
Office and postage	16,320	19,320	18,643	677
Insurance	6,800	7,300	7,092	208
Occupancy expenses	20,000	23,500	24,834	(1,334)
Collection fees	3,200	3,200	3,481	(281)
Dues	5,190	5,190	4,820	370
Capital outlay	12,000	12,000	12,726	(726)
Other	16,700	16,700	14,368	2,332
Total expenditures	<u>428,685</u>	<u>484,765</u>	<u>400,032</u>	<u>84,733</u>
Excess (deficiency) of revenues over (under) expenditures	-	(41,929)	75,455	117,384
Fund balance, beginning	<u>380,271</u>	<u>380,271</u>	<u>380,271</u>	<u>-</u>
Fund balance, ending	<u>\$ 380,271</u>	<u>\$ 338,342</u>	<u>\$ 455,726</u>	<u>\$ 117,384</u>

SABINE PARISH TOURIST AND RECREATION COMMISSION  
MANY, LOUISIANA  
OTHER SUPPLEMENTARY INFORMATION  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO  
AGENCY HEAD  
YEAR ENDED DECEMBER 31, 2018

Agency Head: Linda-Curtis Sparks

<u>Purpose</u>	<u>Amount</u>
Salary	\$62,724
Benefits-retirement	1,882
Reimbursements	540
Travel	3,424
Registration fees	75
Conference travel	<u>687</u>
Total	<u><u>\$69,332</u></u>

**OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

SABINE PARISH TOURIST AND RECREATION COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

DECEMBER 31, 2018

**CURRENT YEAR FINDINGS (December 31, 2018)**

None

**PRIOR YEAR FINDINGS (December 31, 2017)**

None

**Eugene W. Fremaux II**

Certified Public Accountant

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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*

The Board of Directors  
Sabine Parish Tourist and Recreation Commission  
Many, 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 major fund of Sabine Parish Tourist and Recreation Commission, Many, Louisiana, 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, and have issued our report thereon dated May 30, 2019.

**Internal Control over Financial Reporting**

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

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of 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 Commission's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my 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 Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended purpose of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

A handwritten signature in black ink, appearing to read 'Eugene W. Fremaux II', with a long horizontal line extending to the right.

EUGENE W. FREMAUX II, CPA  
May 30, 2019