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**WEST FELICIANA PARISH TOURIST COMMISSION**

**REVIEW REPORT**

**FOR THE YEAR ENDED JUNE 30, 2023**

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**WEST FELICIANA PARISH TOURIST COMMISSION**  
**REVIEW REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2023**

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Management and Commissioners of  
West Feliciana Parish Tourist Commission  
St. Francisville, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the West Feliciana Parish Tourist Commission, Louisiana, as of and for the year then ended, June 30, 2023, and the related notes to the financial statement, 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 the 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 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.

### *Accountants' Responsibility*

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, and the standards applicable review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require us 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.

We are required to be independent of the West Feliciana Parish Tourist Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### *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 require that the management's discussion and analysis and budgetary comparison schedule on pages 3 through 7 and 23, respectively, 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. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

***Supplementary Information***

The accompanying supplementary schedule of compensation, benefits, and other payments to agency head included on page 24 is presented only for purposes of additional analysis and is not a required part of the basic financial statements. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

*Diez, Dupuy & Ruiz*

December 15, 2023  
Gonzales, Louisiana

## WEST FELICIANA PARISH TOURIST COMMISSION

### MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2023

This section of the Commission's annual financial report presents our discussion and analysis of the Commission's financial performance during the fiscal year ended on June 30, 2023.

#### **FINANCIAL HIGHLIGHTS**

- The Commission's total net position totaling \$449,113 increased by 6.9% over the course of the year's operations compared to prior fiscal year ending June 30, 2022.
- During the year, the Commission's expenses were \$28,970 less than the \$304,455 generated in operating grants and general revenues.
- The General fund reported a fund balance of \$448,311 at June 30, 2023.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts - management's discussion and analysis (this section), the basic financial statements, required supplementary information, and supplementary information. The basic financial statements include two kinds of statements that present different views of the Commission:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Commission's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Commission government, reporting the Commission's operations in more detail than the government-wide statements.
- The governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Commission's financial statements, including the portion of the Commission's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2023**

Figure A-1 Major Features of Commission's Government-wide and Fund Financial Statements		
	<b>Government-wide Statements</b>	<b>Governmental Funds</b>
Scope	Entire Commission government (except fiduciary funds)	The activities of the Commission that are not proprietary or fiduciary
Required financial statements	<ul style="list-style-type: none"><li>• Statement of net position</li><li>• Statement of activities</li></ul>	<ul style="list-style-type: none"><li>• Balance Sheet</li><li>• Statement of revenues, expenditures, and changes in fund balance</li></ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included

**Government-wide Statements**

The government-wide statements report information about the Commission as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the Commission's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

These two government-wide statements report the Commission's net position and how they have changed. Net position – the difference between the Commission's assets and liabilities– is one way to measure the Commission's financial health.

- Over time, increases or decreases in the Commission's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the Commission consist of one category:

- Governmental activities – The Commission's basic operations are included here, such as the general government. General revenues from intergovernmental taxes make up most of these activities.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2023**

**Fund Financial Statements**

The fund financial statements provide more detailed information about the Commission's most significant funds, not the Commission as a whole. Funds are accounting devices that the Commission uses to keep track of specific sources of funding and spending for particular purposes.

The Commission has one kind of fund:

- **Governmental fund** – All of the Commission's basic services are included in governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Commission's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

**FINANCIAL ANALYSIS OF THE COMMISSION AS A WHOLE**

**Net position.** The Commission's net position was \$449,113 at the end of the fiscal year. (See Table A1.)

**Table A-1  
Commission's Net Position  
Governmental Activities**

	<u>6/30/2023</u>	<u>6/30/2022</u>
Current and other assets	\$ 484,375	\$ 484,657
Capital assets, net	802	-
<b>Total assets</b>	<b>485,177</b>	<b>484,657</b>
Current liabilities	36,064	64,514
<b>Total liabilities</b>	<b>36,064</b>	<b>64,514</b>
Net position		
Investment in capital assets	802	-
Unrestricted	448,311	420,143
<b>Total net position</b>	<b>\$ 449,113</b>	<b>\$ 420,143</b>

Net position of the Commission's governmental activities increased to \$449,113 or by \$28,970 from the prior fiscal year.

**Changes in net position.** The Commission's total revenues increased during 2023 to \$304,455 representing an increase of 24.8%, which can be attributed to increase in grant funding and rise in interest rates. Hotel and motel taxes represent 79% of revenues. State grants represent 18%, and the rest is interest income.

The total cost of all programs and services is \$275,485. The Commission's expenses cover all services performed by its office. The Commission began contributing to the retirement system in October 2022.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2023**

**Governmental Activities**

Revenues for the Commission's governmental activities were \$28,970 more than total expenses for year end. The cost of all governmental activities this year was \$275,485.

**Table A-2  
Changes in Commission's Net Position  
Governmental Activities**

	<u>6/30/2023</u>	<u>6/30/2022</u>
<b>Revenues</b>		
Program revenues		
Grants	\$ 55,000	\$ 20,000
General revenues		
Hotel and motel taxes	239,203	223,345
Interest	10,252	566
<b>Total revenues</b>	<u><b>304,455</b></u>	<u><b>243,911</b></u>
<b>Expenses</b>		
General Government	<u>275,485</u>	<u>164,638</u>
<b>Total expenses</b>	<u><b>275,485</b></u>	<u><b>164,638</b></u>
<b>Increase in net position</b>	<u><b>\$ 28,970</b></u>	<u><b>\$ 79,273</b></u>

**FINANCIAL ANALYSIS OF THE COMMISSION'S FUNDS**

As the Commission completed the year, its governmental fund reported a fund balance of \$448,311 an increase of \$28,168 or 6.7% from June 30, 2022.

**General Budgetary Highlights**

During the year, the general fund budget was amended to increase revenues and expenses by \$35,702:

**WEST FELICIANA PARISH TOURIST COMMISSION**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2023**

**CAPITAL ASSETS**

At the end of 2023, the Commission had \$802 invested in capital assets, net including equipment and furniture and fixtures. (See Table A-3.)

**Table A-3  
Commission's Capital Assets  
Governmental Activities**

	<u>6/30/2023</u>	<u>6/30/2022</u>
Equipment and furniture	\$ 3,334	\$ 2,390
Less: Accumulated Depreciation	(2,532)	(2,390)
<b>Total</b>	<u>\$ 802</u>	<u>\$ -</u>

There was one addition costing \$944 and no disposals the current fiscal year.

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

The Commission is dependent on occupancy taxes (hotel/motel taxes) for 79% of its revenues, state grants represent 18%, and the remaining is interest. The economy is not expected to generate any significant growth. Therefore, the Commission's future revenues are expected to be consistent with the current years.

**CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Commission's finances and to demonstrate the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Devan Corbello, 11757 Ferdinand St., St. Francisville, LA 70775

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**STATEMENT OF NET POSITION**

**JUNE 30, 2023**

**ASSETS**

**ASSETS**

Cash and cash equivalents	\$	441,298
Receivables		43,077
Capital assets, net of accumulated depreciation		802
TOTAL ASSETS	\$	<u>485,177</u>

**LIABILITIES AND NET POSITION**

**LIABILITIES**

Accounts payable	\$	6,799
Accrued liabilities		137
Due to others		1,329
Unearned revenue		27,799
TOTAL LIABILITIES		<u>36,064</u>

**NET POSITION**

Investment in capital assets		802
Unrestricted		448,311
TOTAL NET POSITION		<u>449,113</u>

TOTAL LIABILITIES AND NET POSITION	\$	<u>485,177</u>
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See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Expenses</u>	<u>Program Revenues</u> <u>Operating</u> <u>Grants</u>	<u>Net (Expense)</u> <u>Revenue and</u> <u>Changes in</u> <u>Net Position</u> <u>Governmental</u> <u>Unit</u>
<b><u>FUNCTIONS/PROGRAMS</u></b>			
Governmental Activities:			
General governmental	\$ 275,485	\$ 55,000	\$ (220,485)
Total governmental activities	<u>275,485</u>	<u>55,000</u>	<u>(220,485)</u>
General Revenues:			
Hotel and Motel taxes			239,203
Interest			<u>10,252</u>
Total general revenues			<u>249,455</u>
Change in net position			28,970
Net Position - June 30, 2022			<u>420,143</u>
Net Position - June 30, 2023			<u><u>\$ 449,113</u></u>

See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**GOVERNMENTAL FUND**

**BALANCE SHEET**

**JUNE 30, 2023**

**ASSETS**

Cash	\$	441,298
Receivables		43,077
<b>Total assets</b>	<b>\$</b>	<b>484,375</b>

**LIABILITIES**

Accounts payable	\$	6,799
Accrued liabilities		137
Due to others		1,329
Unearned revenue		27,799
<b>Total liabilities</b>		<b>36,064</b>

**FUND BALANCE**

Committed for:		
Operations		99,005
Special advertising		39,876
Unassigned		309,430
<b>Total fund balance</b>		<b>448,311</b>

<b>Total liabilities and fund balance</b>	<b>\$</b>	<b>484,375</b>
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See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**

**TO THE STATEMENT OF NET POSITION**

**JUNE 30, 2023**

Total fund balance - Governmental Fund		\$	448,311
Amounts reported for governmental activities in the statement of net position are different because:			
Cost of capital assets at June 30, 2023	3,334		
Less: accumulated depreciation as of June 30, 2023	<u>(2,532)</u>		<u>802</u>
Total net position at June 30, 2023- Governmental Activities		<u>\$</u>	<u>449,113</u>

See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**GOVERNMENTAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES**

**AND CHANGES IN FUND BALANCE**

**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>General</u>
<b>REVENUES</b>	
Hotel and motel taxes	\$ 239,203
State grants	55,000
Interest	10,252
Total revenues	<u>304,455</u>
<b>EXPENDITURES</b>	
General government:	
Contract labor	17,530
Dues and conference	2,630
Grants	35,000
Insurance	2,426
Media	23,073
Occupancy tax collection fee	4,600
Office expense	5,078
Postage	371
Personnel	102,253
Professional	6,597
Promotion and advertising	46,806
Telephone and utilities	4,293
Trade shows and conferences	8,334
Travel and mileage	14,571
Publications	2,584
Miscellaneous	141
Total expenditures	<u>276,287</u>
Excess of revenues over expenditures	28,168
<b>Fund Balance, Beginning of Year</b>	420,143
<b>Fund Balance, End of Year</b>	<u>\$ 448,311</u>

See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**St. Francisville, Louisiana**

**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCE TO CHANGES IN**  
**NET POSITION OF GOVERNMENTAL ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

Net change in fund balance - Governmental fund	\$	28,168
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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. This is the amount by which capital outlays exceeded depreciation in the current period.

Cost of capital assets	944
Depreciation expense	<u>(142)</u>
Change in net position of governmental activities	<u>\$ 28,970</u>

See accompanying notes and accountants' report.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization and Purpose

The West Feliciana Parish Tourism Commission (the Commission) is a governmental entity which was organized to encourage the Parish and Civic Community to create an atmosphere conducive to tourism, the Commission should be apprised of those activities of tourist interest, to aid and promote these activities, to represent the Parish business and civic community in an organized and non-profit basis, for soliciting and servicing conventions for the promotion of visitor activity within West Feliciana Parish, and to develop and carry out programs designed to promote tourism in the area of West Feliciana Parish.

Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus. The government-wide financial statements are reported using the accrual basis of accounting. Nonexchange revenues, including intergovernmental revenues and grants, are reported when all eligibility requirements have been met. Fees and charges and other exchange revenues are recognized when earned and expenses are recognized when incurred. The governmental fund financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Intergovernmental revenues and grants are recognized when all eligibility requirements have been met and the revenues are available. Expenditures are recognized when the liability is incurred. Exceptions to this general rule include principal and interest on general obligation long-term debt and employee vacation and sick leave, which are recognized when due and payable.

Basis of Presentation

The Commission's Basic Financial Statements consist of the government-wide statements on all of the governmental activities. 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 for all governmental activities. The government-wide presentation focuses primarily on sustainability of the Commission as the entity and the change in aggregate financial position resulting from the activities of the fiscal period. All programs of the Commission are considered governmental activities which are normally supported by taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Program revenues included in the Statement of Activities are derived from parties outside the Commission's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Commission's general revenues.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Government-Wide Financial Statements (Continued)

The Commission reports all direct expenses by classification in the Statement of Activities. Direct expenses are those that are clearly identifiable with a classification. Indirect expenses of other classification are not allocated to those classifications but are reported separately in the Statement of Activities.

Governmental Fund Type

Governmental funds are those through which most governmental functions of the Commission are financed. The acquisition, use, and balances of the Commission's expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Commission's governmental fund types:

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

Reporting Entity

As the governing authority of the parish, for reporting purposes, the West Feliciana Parish Government is the financial reporting entity for West Feliciana Parish. The financial reporting entity consists of (a) the primary government (Parish Government), (b) organizations for which the primary government is financial 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.

Governmental Accounting Standards Board Codification Section 2100, established criteria for determining which component units should be considered part of the West Feliciana Parish Government for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criterion includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the council to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Commission.
2. Organizations for which the Parish Government does not appoint a voting majority, but are fiscally dependent on the Parish Government.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Reporting Entity (continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Although the Parish Government appoints all members to the Commission's Board, the Commission was not determined to be a component unit of the West Feliciana Parish Government since the Tourist Commission was not fiscally dependent on the Parish Government. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the Parish Government, the general government services provided by that governmental unit.

Budget Practices

The Commission follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) The Commission's Management prepares a proposed budget message and budget prior to the beginning of each fiscal year.
- 2) A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- 3) A special meeting is held to conduct a public hearing to review and discuss on the proposed budget.
- 4) After holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
- 5) Budgetary amendments involving the transfer of funds from one department, program, or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Commission.
- 6) All budgetary appropriations lapse at the end of each fiscal year.
- 7) The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Cash and cash equivalents

Cash includes an interest-bearing demand deposit account.

The Commission considers all cash accounts and certificated of deposit, if any are held, with a maturity of three months or less when purchased to be cash and cash equivalents.

Under Louisiana Revised Statutes 39:1271 and 33:2955, the Commission may deposit funds in obligations of the U.S. Treasury and U.S. agencies, demand deposit accounts, interest-bearing demand deposit accounts, money market accounts, and time certificated of deposit with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

The Commission invests in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like pool administered by a non-profit corporation under a State of Louisiana law which permits the LAMP investments to be carried at amortized cost instead of fair value. A 2a7-Like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940.

Capital Assets

Capital assets, which include equipment and furniture and fixtures, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated market value at the date of donation. The Commission maintains a threshold of \$500 or more for capitalizing capital assets.

All capital assets are depreciated using the straight-line method over the following useful lives:

Equipment & fixtures	5 - 10 years
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Estimates

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

Reclassifications

Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported results of operations.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Restricted Net Assets

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

**Net investment in capital assets** – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

**Restricted net position** – net position is considered restricted if its use is constrained to a particular purpose. Restricted net position is restricted assets reduced by liabilities and deferred inflows or resources related to the restricted assets.

**Unrestricted net position** – consist of all other net position that does not meet the definition of the above two components and is available for general use by the Commission.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Equity of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

**Nonspendable** – represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

**Restricted** – represents balances where constraints have been established by parties outside the Commission or imposed by law through constitutional provisions or enabling legislation.

**Committed** – represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Commission's highest level of decision-making authority.

**Assigned** – represents balances that are constrained by the Commission's intent to be used for specific purposes, but are neither restricted nor committed.

**Unassigned** – represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Fund Equity of Fund Financial Statements (continued)

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Commission reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Commission reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

Revenue

Approximately 79% of the Commission's funding is provided from an occupancy tax within the Parish.

**2. CASH AND CASH EQUIVALENTS**

At June 30, 2023, the carrying amounts of the Commission's deposits were as follows:

Demand Deposits	\$228,372
LAMP	<u>212,926</u>
	<u>\$441,298</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by either federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank.

Custodial credit risk-Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of June 30, 2023, the Commission's bank balance of \$230,386 was not exposed to custodial credit risk.

The Commission invested in the Louisiana Asset Management Pool (LAMP), a local government investment pool. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**2. CASH AND CASH EQUIVALENTS (continued)**

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools.

- Credit risk: LAMP is rated AAAM by Standard & Poor's
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days.
- Foreign currency risk: Not applicable to 2a7-like pool

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. that report may be available by calling (800)-249-5267.

**3. RECEIVABLES**

The following is a summary of receivables at June 30, 2023:

Hotel and motel taxes	\$ 23,077
Grants	20,000
Less: Allowance for Doubtful Accounts	<u>-</u>
Total Receivables	<u>\$ 43,077</u>

Management has determined that all receivables are considered collectible.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2023, are as follows:

Governmental activities:

	<b><u>Equipment &amp; Fixtures</u></b>
Cost of Capital	
Assets June 30, 2022	\$ 2,390
Additions	944
Costs of Capital	
Assets, June 30, 2023	<u>3,334</u>
Accumulated depreciation	
June 30, 2022	2,390
Additions	142
Disposals	-
Accumulated Depreciation, June 30, 2023	<u>2,532</u>
Capital assets, net of accumulated depreciation at June 30, 2023	<u>\$ 802</u>

For the year ended June 30, 2023, depreciation expense was \$142.

**5. DEFERRED COMPENSATION PLAN**

The Commission participates in an (IRC) 457 deferred compensation plan. The plan covers one employee. The Commission matches 2% of employee compensation. The Commission's contribution for the year ended June 30, 2023 was \$1,029.

**6. CONTINGENT LIABILITIES**

At June 30, 2023, the Commission was not involved in any outstanding litigation or claims.

**7. UNEARNED REVENUE**

At June 30, 2023, The Commission had unearned revenues in the amount of \$27,799, which represents funding received from the American Plan Rescue Act. ACT 410 of the 2021 Regular Session created the Louisiana Tourism Revival Program to provide grants to local and regional tourist commissions for marketing and promoting, Louisiana as a tourism destination for in-state and out-of-state travel activity.

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**8. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date the financial statements were available to be issued, December 15, 2023, 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.

**WEST FELICIANA PARISH TOURIST COMMISSION**

**St. Francisville, Louisiana**

**BUDGETARY COMPARISON SCHEDULE- GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b><u>REVENUES</u></b>			
Hotel and motel taxes	\$ 210,000	\$ 210,000	\$ 239,203
State grants	25,550	61,089	55,000
Interest	340	503	10,252
Total Revenues	<u>235,890</u>	<u>271,592</u>	<u>304,455</u>
<b><u>EXPENDITURES</u></b>			
General Government:			
Contract labor			17,530
Dues and conference	2,300	6,275	2,630
Grants	-	-	35,000
Insurance	3,600	3,600	2,426
Media	-	-	23,073
Occupancy tax collection fee	10,000	4,600	4,600
Office expense	8,900	4,000	5,078
Postage	500	500	371
Personnel	120,285	111,439	102,253
Professional	14,150	37,000	6,597
Promotion and advertising	61,300	74,000	46,806
Telephone	2,480	2,700	4,293
Trade shows and conferences	3,675	4,175	8,334
Travel	6,200	18,803	14,571
Publications	2,500	3,000	2,584
Miscellaneous	-	1,500	141
Total Expenditures	<u>235,890</u>	<u>271,592</u>	<u>276,287</u>
Excess of revenues over expenditures	-	-	28,168
Fund balance at beginning of year	-	-	<u>420,143</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 448,311</u>

**WEST FELICIANA PARISH TOURIST COMMISSION**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS**  
**TO AGENCY HEAD**  
**JUNE 30, 2023**

**Agency Head Name: Lloyd D. Corbello**

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 59,583
Cell phone	1,100
Travel	4,600
	<hr/>
	\$ 65,283



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

To Management and Commissioners of the West Feliciana Parish Tourist Commission

We have performed the procedures enumerated below, which were agreed to by the management and commissioners of the West Feliciana Parish Tourist Commission, Louisiana and the Legislative Auditor, State of Louisiana, on the Commission's compliance with certain laws and regulations contained in the accompany Louisiana Attestation Questionnaire during the year ended June 30, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Commission's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

***Public Bid Law***

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$60,000, or public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 36:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

No expenditures were made for material and supplies that exceeded \$60,000 or public works exceeding \$250,000.

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

2. Obtain a list of immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management has provided us with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the requested information.

4. Report on whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management 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 business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

### ***Budgeting***

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

Management provided us with a copy of the original and amended budgets.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there were any exceptions.

We traced the adoption of the original budget to the minutes of a meeting held on May 31, 2022, which indicated that the budget had been adopted by the commissioners of the West Feliciana Parish Tourist Commission.

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.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues exceeded budgeted revenues. Expenditures for the year did not exceed budgeted amounts by more than 5%.

### ***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 the payee in the supporting documentation.

Each of the six selected disbursements agree to the amount and the payee in the supporting documentation.

(b) Report whether the six disbursements were coded to the correct fund and general ledger account.

All six of the 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.

Inspection of documentation supporting of the six selected disbursements indicated approval from the board of commissioners.

### ***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.

Management represented that the Commission is only required to post a notice of each meeting and the accompanying agenda on the door of the Commission's office building. Although management has asserted that such documents were properly posted, no evidence was provided to support management's assertion other than an unmarked copy of the notices and agendas.

### ***Debt***

11. Obtain bank deposits 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.

### ***Debt***

We scanned copies of all bank deposit slips for the fiscal year and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

### ***Advances and Bonuses***

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements and read the meeting minutes of the Commission's board of alderman for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

### ***State Audit Law***

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

The Commission's report is due on December 31, 2023 and is therefore; submitted timely.

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

Management represented that the Commission was not on the noncompliance list for any time during the fiscal year. Management further represented that the Commission did not enter into any state contracts during the year that were subject to public bid law.

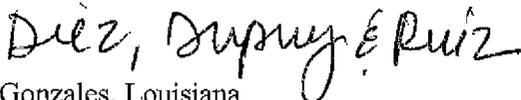
### ***Prior Comments and Recommendations***

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

The prior year report, dated December 19, 2022 did not include any suggestions, exceptions, recommendations, or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. 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 the Commission's compliance with the foregoing matters. 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 the Commission's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result 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 Louisiana Legislative Auditor as a public document.

  
Gonzales, Louisiana

December 15, 2023

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Governmental Agencies)

(Date Transmitted)  
Diez, Dupuy & Ruiz, LLC (CPA Firm Name)  
1124 S. Burnside Ave, Ste 308A (CPA Firm Address)  
Monroe, LA 70737 (City, State, Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12-30-23 (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.

**Public Bid Law**

It is true that we have complied with the state procurement code (R.S. 39:1551 - 39:1755); the public bid law (R.S. 38:2211-2299); and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No  N/A

**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  N/A

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. 42:1116.

Yes  No  N/A

**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. 39:1301-1342, as applicable.

Yes  No  N/A

**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  N/A

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

Yes  No  N/A

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

Yes  No  N/A

We did not enter 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).

Yes  No  N/A

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  N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes  No  N/A

#### Meetings

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

Yes  No  N/A

#### 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. 38:1410.80-1410.85.

Yes  No  N/A

#### 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  N/A

#### Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes  No  N/A

#### General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No  N/A

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes  No  N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No  N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes  No  N/A

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

Yes  No  N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes  No  N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination, and will disclose

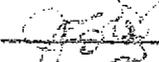
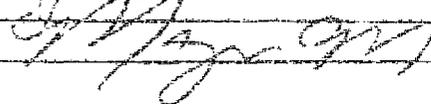
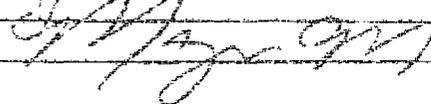
to you any such communication received between the end of the period under examination and the date of your report.

Yes [ ] No [ ] N/A [X]

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes [X] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

	Secretary	10-11-03	Date
	Treasurer		Date
	President	10-11-03	Date