



**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2024**



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June 27, 2025

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Alexandria/Pineville Area Convention and Visitors Bureau

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

OPINIONS

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Alexandria/Pineville Area Convention and Visitors Bureau, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Alexandria/Pineville Area Convention and Visitors Bureau as of December 31, 2024, 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.

BASIS FOR OPINIONS

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Alexandria/Pineville Area Convention and Visitors Bureau and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

RESPONSIBILITIES OF MANAGEMENT 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Alexandria/Pineville Area Convention and Visitors Bureau's ability to continue as a going concern for twelve months beyond the



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financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Alexandria/Pineville Area Convention and Visitors Bureau internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Alexandria/Pineville Area Convention and Visitors Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

REQUIRED SUPPLEMENTARY INFORMATION

Accounting principles generally accepted in the United States of America require that the information listed below be presented to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)

Such information is the responsibility of management and, 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,

Alexandria/Pineville Area Convention and Visitors Bureau

June 27, 2025

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

SUPPLEMENTARY INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Alexandria/Pineville Area Convention and Visitors Bureau's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with Government Auditing Standards, we have also issued our report dated June 27, 2025, on our consideration of the Alexandria/Pineville Area Convention and Visitors Bureau's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Alexandria/Pineville Area Convention and Visitors Bureau's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Bureau's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana

Alexandria/Pineville Area Convention and Visitors Bureau

Management's Discussion and Analysis

December 31, 2024

This section of the Alexandria/Pineville Area Convention and Visitors Bureau annual financial report presents our discussion and analysis of the Bureau's financial performance during the fiscal year ended December 31, 2024.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Bureau's financial position and results of operations from differing perspectives which are described as follows:

GOVERNMENT –WIDE FINANCIAL STATEMENTS

The government-wide financial statements report information about the Bureau as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Bureau's assets and all of the Bureau's liabilities (including long-term debt). The governmental activities are financed primarily by hotel/motel occupancy taxes, and other fees for services provided.

FUND FINANCIAL STATEMENTS

Fund financial statements provide detailed information regarding the Bureau's most significant activities and are not intended to provide information for the Bureau as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Bureau has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Bureau's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Custodial Funds** – The Randolph Riverfront Center fund accounts for assets held by the Bureau as an agent for the City of Alexandria. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

Alexandria/Pineville Area Convention and Visitors Bureau

Management's Discussion and Analysis

December 31, 2024

FINANCIAL ANALYSIS OF THE BUREAU AS A WHOLE

NET POSITION

A condensed version of the government-wide Statement of Net Position is presented as follows:

	<u>December 31, 2024</u>	<u>December 31, 2023</u>
	<u>Governmental Activities</u>	<u>Governmental Activities</u>
Assets:		
Current and Other Assets	\$ 2,141,243	\$ 1,944,344
Capital Assets	8,357	13,937
Total Assets	<u>2,149,600</u>	<u>1,958,281</u>
Liabilities:		
Current Liabilities	42,712	35,176
Long-term Liabilities	9,269	3,915
Total Liabilities	<u>51,981</u>	<u>39,091</u>
Net Position:		
Invested in Capital Assets (Net)	8,357	13,937
Unrestricted	2,089,262	1,905,253
Total Net Position	<u>\$ 2,097,619</u>	<u>\$ 1,919,190</u>

As the presentation appearing above demonstrates, a minimal amount of the Bureau's Net Position is invested in capital assets. The remaining net position is unrestricted and may be used to meet the Bureau's ongoing obligations.

CHANGES IN NET POSITION

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows

	<u>December 31, 2024</u>	<u>December 31, 2023</u>
	<u>Governmental Activities</u>	<u>Governmental Activities</u>
Revenues:		
Program Revenue		
Charges for Services	\$ ----	\$ ----
Operating Grants and Contributions	----	----
Capital Grants and Contributions	----	----
General Revenues		
Hotel/Motel Occupancy Tax	769,458	738,022
Other Revenues	327,088	300,761
Total Revenue	<u>1,096,546</u>	<u>1,038,783</u>

Alexandria/Pineville Area Convention and Visitors Bureau

Management's Discussion and Analysis

December 31, 2024

Program Expenses:

Economic Development	918,117	1,137,291
Change in Net Position	178,429	(98,508)
Net Position – Beginning	1,919,190	2,017,698
Net Position – Ending	2,097,619	1,919,190

Governmental activities increased the Bureau's net position by \$178,429. This increase is attributed to prudent management of the Bureau's financial resources.

FINANCIAL ANALYSIS OF THE BUREAU'S FUNDS

For the year ended December 31, 2024, differences between the government-wide presentation and the fund financial statements were limited to capital asset activity and changes in compensated absences.

GENERAL FUND BUDGET HIGHLIGHTS

For the year ended December 31, 2024, revenues and expenditures conformed to expectations.

CAPITAL ASSET ADMINISTRATION

For the year ended December 31, 2024, capital asset activity was limited to the depreciation of existing assets.

DEBT ADMINISTRATION

For the year ended December 31, 2024, there was no debt outstanding and no activity involving borrowing or repayment.

FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations.

Alexandria/Pineville Area Convention & Visitors Bureau

Statement of Net Position

December 31, 2024

	Governmental Activities
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 762,272
Investments	1,087,973
Receivables (Net)	123,302
Other Current Assets	167,696
Capital Assets	
Depreciable, Net of Accumulated Depreciation	8,357
Total Assets	2,149,600
<u>LIABILITIES</u>	
Accounts Payable	37,621
Payroll Liabilities	5,091
Accrued Wages	-
Long-term Liabilities	
Compensated Absences	9,269
Total Liabilities	51,981
<u>NET POSITION</u>	
Invested in Capital Assets, Net of Related Debt	8,357
Unrestricted	2,089,262
Total Net Position (Deficit)	\$ 2,097,619

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

Alexandria/Pineville Area Convention and Visitors Bureau

Statement of Activities

Year Ended December 31, 2024

		Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Fee Income	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
	Expenses				
<u>Governmental Activities:</u>					
Economic Development	\$ 918,117	\$ -	\$ -	\$ -	\$ (918,117)
		General Revenues:			
		Taxes			769,458
		State Revenue Sharing			242,310
		Interest Revenue			59,108
		Other Revenues			<u>25,670</u>
		Total General Revenues			<u>1,096,546</u>
		Change in Net Position			178,429
		Net Position Beginning			<u>1,919,190</u>
		Net Position Ending			<u>\$ 2,097,619</u>

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

Alexandria/Pineville Area Convention and Visitors Bureau

Balance Sheet

Governmental Funds - December 31, 2024

	<u>General Fund</u>
<u>Assets</u>	
Cash and Cash Equivalents	\$ 762,272
Investments	1,087,973
Receivables (Net)	123,302
Due from Custodial Fund	167,174
Other assets	522
Total Assets	<u>2,141,243</u>
<u>Liabilities and Fund Balance</u>	
Liabilities	
Accounts Payable	37,621
Payroll Liabilities	5,091
Accrued Wages	-
Total Liabilities	<u>42,712</u>
Fund Balance	
Unassigned	2,098,531
Total Fund Balance	<u>2,098,531</u>
Total Liabilities and Fund Balance	<u>\$ 2,141,243</u>

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

Alexandria/Pineville Area Convention and Visitors Bureau

***Reconciliation of Fund Balances on the Balance Sheet for
Governmental Funds to Net Assets of Governmental
Activities on the Statement of Net Position***

Year Ended December 31, 2024

Total Fund Balances - Governmental Funds	\$ 2,098,531
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Amounts reported for governmental activities in the statement of net assets are
different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the Governmental Fund Balance Sheet	8,357
Long-Term Liabilities are not due and payable in the current period, and therefore are not reported in the Governmental Fund Balance Sheet	
	<u>(9,269)</u>

Net Position of Governmental Activities	<u>\$ 2,097,619</u>
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The accompanying notes are an integral part of the financial statements.

Alexandria/Pineville Area Convention and Visitors Bureau

Statement of Revenues, Expenditures, and Changes in Fund Balance **Governmental Funds - Year Ended December 31, 2024**

	<u>General Fund</u>
<u>Revenues:</u>	
Hotel/Motel Tax	\$ 769,458
Interest Revenue	59,108
State Hotel/Motel Tax Rebate	242,310
Miscellaneous Revenues	25,670
Total Revenues	<u>1,096,546</u>
<u>Expenditures:</u>	
Current	
Economic Developmet	
Collection Expense	15,389
Salaries and Related Benefits	261,699
Travel and Education	15,276
Contract Services	2,116
Legal and Professional	19,297
Dues and Subscriptions	40,213
Telephone	10,417
Insurance	28,570
Repairs and Maintenance	423
Office Supplies	65,906
Promotional	236,972
Advertising	210,905
Capital Expenditures	-
Total Expenditures	<u>907,183</u>
Excess (Deficiency) of Revenues over Expenditures	<u>189,363</u>
<u>Other financing sources (uses):</u>	
Debt Proceeds	-
Net Change in Fund Balance	189,363
Fund balance - Beginning of Year	<u>1,909,168</u>
Fund balance - End of Year	<u><u>\$ 2,098,531</u></u>

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

Alexandria/Pineville Area Convention and Visitors Bureau

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities

Year Ended December 31, 2024

Net change in fund balances of Governmental Funds \$ 189,363

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

Governmental funds report capital outlays as expenditures. However, in the
statement of activities the cost of those assets is allocated over
estimated useful lives and reported as depreciation expense. This is the
amount by which capital outlays exceeded depreciation in the current
period.

Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(5,580)</u>	(5,580)

Some transactions reported in the Statement of Activities do not require the use of current financial resources. Accordingly, a timing difference exists between when transactions affect the governmental funds and government-wide activities	<u>(5,354)</u>
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Change in net position of governmental activities	<u>\$ 178,429</u>
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The accompanying notes are an integral part of the financial statements.

Alexandria/Pineville Area Convention and Visitors Bureau

Statement of Fiduciary Net Position

Fiduciary Funds

December 31, 2024

	Custodial Funds
<u>Assets</u>	
Cash and Cash Equivalents	\$ 1,526,459
Receivables	129,099
Other Assets	-
Total Assets	1,655,558
<u>Liabilities</u>	
Accounts Payable	16,881
Accrued Wages	-
Interfund Liabilities	167,174
Event Deposits	88,770
Other Liabilities	50
Total Liabilities	272,875
<u>Net Position</u>	
Restricted for Individuals, Organizations, and Other Governments	1,382,683
Total Net Position	\$ 1,382,683

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

Alexandria/Pineville Area Convention and Visitors Bureau

Statement of Changes in Fiduciary Net Position

Fiduciary Funds

December 31, 2024

	Custodial Funds
<u>Additions</u>	
Rental Income	\$ 287,153
Taxes for Other Governments	564,001
Interest Revenue	36,038
Miscellaneous Additions	9,108
Total Additions	896,300
<u>Deductions</u>	
Collection Expenses	6,272
Administrative Expenses	52,765
Advertising and Promotional	39,381
Salaries and Benefits	502,715
Riverfront Center Operations and Maintenance	440,985
Total Deductions	1,042,118
Net Increase (Decrease) in Fiduciary Net Position	(145,818)
Net Position - Beginning	1,528,501
Net Position - Ending	<u><u>\$ 1,382,683</u></u>

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The office of the Alexandria/Pineville Area Convention and Visitors Bureau was established by Louisiana RS 33:4574.5. The Bureau receives the proceeds of occupancy taxes levied throughout Rapides Parish and the Alexandria Downtown District, for the operation of the Bureau, and to attract conventions and tourists into the area and jurisdiction of the bureau, including spending money for advertising, promotion, and publication of information.

The Bureau's accounting policies conform to generally accepted accounting principles for governmental units. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Some of the Bureau's more significant accounting policies are described as follows:

FINANCIAL REPORTING ENTITY

For reporting purposes, the Bureau is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Bureau), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of the Alexandria/Pineville Area Convention and Visitors Bureau 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. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a) The ability of the Bureau 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 Bureau.
2. Organizations for which the Bureau does not appoint a voting majority but are fiscally dependent on the Bureau.
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.

Based upon application of these criteria, there were no potential component units and all of the Bureau's activities were included in the primary government reporting entity.

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

BASIC FINANCIAL STATEMENTS

The basic financial statements include both government-wide and fund financial statements. Fund financial statements categorize activities as either governmental activities or fiduciary, which are described as follows:

- Governmental activities involve government services that are normally supported by charges for services and intergovernmental revenues.
- Fiduciary activities account for assets held by the Bureau for the benefit of other governments, individuals, or organizations.

The government-wide and fund financial statements present the Bureau's financial position and results of operations from differing perspectives which are described as follows:

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Statement of Net Position and the Statement of Activities display information about the Bureau as a whole. Government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Bureau's governmental activities. Direct expenses are those that are specially associated with a program or function and therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program.

FUND FINANCIAL STATEMENTS

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Bureau's major fund is described as follows:

MAJOR GOVERNMENTAL FUNDS

General Fund – The General Fund, as provided by state law, is the principal fund of the Bureau and is used to account for the operations of the Bureau's office. The occupancy taxes remitted to the Bureau are accounted for in this fund, and general operating expenditures are paid from this fund.

Additionally, the Bureau reports the following fund type:

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

FIDUCIARY FUNDS

Fiduciary funds are used to report assets held by the Bureau for the benefit of other governments, individuals or organizations. Fiduciary funds utilized by the Bureau are described as follows:

- Randolph Riverfront Center Fund – This fund is a custodial fund, which receives monies from the State of Louisiana, and receives the proceeds of an occupancy tax levied across the City of Alexandria for the purpose of operating the Randolph Riverfront Center. The Riverfront Center is managed by the Alexandria/Pineville Area Convention and Visitors Bureau for the City of Alexandria.

BASIS OF ACCOUNTING AND MEASUREMENT FOCUS

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Fiduciary Funds	Modified Accrual Basis	None

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus, revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or if it is due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred; however, debt service, claims and judgments are recorded as expenses when payment is made. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other-financing source and repayment of long-term debt is reported as an expenditure.

BUDGETARY CONTROL

Formal budgetary accounting is employed as a management control. The Alexandria/Pineville Area Convention and Visitors Bureau prepares and adopts a budget each year for its general fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures, and the estimated increase or decreases therein for the current year, using

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

the modified accrual basis of accounting. The Bureau amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more, and/or projected expenditures are expected to be more than budgeted amounts by five percent or more.

CASH AND CASH EQUIVALENTS

Amounts reported as cash and cash equivalents include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law.

RECEIVABLES

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include fees and charges paid by the recipients for goods or services offered by the programs.

CAPITAL ASSETS

Capital assets are reported as assets in the government-wide financial statements. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value when received by the Bureau. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 3 to 40 years. Useful lives are selected depending on the expected durability of the particular asset.

COMPENSATED ABSENCES

The Bureau has the following policy relating to vacation and sick leave:

Full-time employees begin accruing 8 hours a month of vacation time after their 60-day probationary period. Employees are allowed to carryover not more than 1/3rd of their vacation leave earned during the current calendar year to the subsequent year. Full-time employees receive 12 days of sick leave annually. Sick leave can be accumulated up to 1,040 hours, but there is no provision for payment of accumulated sick leave upon termination or retirement.

FUND BALANCE CLASSIFICATION

Commitment or assignment of fund balances requires approval of the Board of Directors. When expenditures comply with the necessary provisions restricted, committed or assigned amounts are generally consumed rather than utilizing unassigned funds.

NOTE 2 - CASH AND CASH EQUIVALENTS

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

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

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

At December 31, 2024, the Bureau had \$2,288,631 in deposits (\$2,330,140 collected bank balance), held in local banks. These deposits are secured from risk by \$1,542,202 of federal deposit insurance and a total of \$940,955 of pledged securities was held by the custodial banks in the name of the fiscal agent banks. At the end of the year, the Bureau was not subject to credit risk.

NOTE 3 – INVESTMENT SECURITIES:

	Total Investments	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Money Market Mutual Fund	\$1,087,973	----	\$1,087,973	----

Securities classified in Level 2 of the fair value hierarchy are valued using evaluations, which may be matrix or model-based techniques. These estimates are obtained from various sources and assume normal market conditions and transaction volumes.

CREDIT RISK

Credit risk is limited by investing in products with very limited market volatility.

INTEREST RATE RISK

Interest rate risk is limited by investing in products with a short-term maturity duration.

NOTE 4 - RECEIVABLES

Receivables at December 31, 2024 consisted of the following:

	<u>Governmental Activities</u>
<u>Due from Other Governments</u>	
State of Louisiana	\$ 121,155
Other Receivables	2,147
Receivables, Net	<u>\$ 123,302</u>

Alexandria/Pineville Area Convention and Visitors Bureau

Notes to Financial Statements

December 31, 2024

NOTE 5 – CAPITAL ASSETS

Capital Asset balances and activity for the year ended December 31, 2024 is as follows:

	Beginning	Additions	Deletions	Ending
Depreciable Capital Assets				
Furniture and Fixtures	\$ 94,277	\$ ----	\$ ----	\$ 94,277
Computers and Equipment	127,917	----	----	127,917
Vehicles	70,113	----	(70,113)	----
Accumulated Depreciation	(278,370)	(5,580)	70,113	(213,837)
Net Capital Assets	\$ 13,937	\$ (5,580)	\$ ----	\$ 8,357

Depreciation expense is reported as a component of economic development expense.

NOTE 6 – ACCOUNTS PAYABLE

Accounts payable consist entirely of amounts payable to vendors for operating expenses.

NOTE 7 – RISK MANAGEMENT

The Alexandria/Pineville Area Convention and Visitors Bureau is exposed to various risks of loss related to torts, theft, damage or destruction of assets; error and omissions; injuries to employees, and natural disasters. The Bureau insures against these risks by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 8 – INTERNAL BALANCES

Details related to internal balances are presented as follows:

<u>Governmental Activities</u>	<u>Receivable (Payable)</u>	<u>Purpose</u>
General	\$ 167,174	Interfund Balances are primarily the result of reimbursements owed to the General Fund

<u>Custodial Funds</u>	<u>Receivable (Payable)</u>	<u>Purpose</u>
Randolph Riverfront Center	\$ (167,174)	Interfund Balances are primarily the result of reimbursements owed to the General Fund

Alexandria/Pineville Area Convention and Visitors Bureau**General Fund****Statement of Revenues, Expenditures, and Changes in Fund Balances****Budget and Actual****Year Ended December 31, 2024**

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
<u>Revenues:</u>				
Hotel/Motel Tax	774,000	774,000	769,458	(4,542)
Interest Revenue	-	-	59,108	59,108
State Hotel/Motel Tax Rebate	242,000	242,000	242,310	310
Miscellaneous Revenues	30,000	30,000	25,670	(4,330)
Total revenues	1,046,000	1,046,000	1,096,546	50,546
<u>Expenses:</u>				
Collection Expense	15,000	15,000	15,389	(389)
Salaries and Related Benefits	459,860	459,860	261,699	198,161
Travel and Education	1,200	1,200	15,276	(14,076)
Contract Services	15,240	15,240	2,116	13,124
Legal and Professional	18,100	18,100	19,297	(1,197)
Dues and Subscriptions	13,800	13,800	40,213	(26,413)
Telephone	10,000	10,000	10,417	(417)
Equipment Rental	-	-	-	-
Insurance	40,000	40,000	28,570	11,430
Repairs and Maintenance	10,000	10,000	423	9,577
Office Supplies	71,800	71,800	65,906	5,894
Promotional	195,000	195,000	236,972	(41,972)
Advertising	196,000	196,000	210,905	(14,905)
Capital Expenditures	-	-	-	-
Total Expenses	1,046,000	1,046,000	907,183	138,817
Excess (deficiency) of revenues over expenditures	-	-	189,363	189,363
<u>Other financing sources (uses):</u>				
Proceeds from Debt	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other uses	-	-	189,363	189,363
Fund balance - beginning of year	1,909,168	1,909,168	1,909,168	-
Fund balance - end of year	\$ 1,909,168	\$ 1,909,168	\$ 2,098,531	\$ 189,363

Alexandria/Pineville Area Convention and Visitors Bureau

***Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer***

For the Year Ended December 31, 2024

	<u>Katie Vanderlick</u>
<u>Salary/Wages</u>	
Compensation	\$ 122,564
<u>Benefits</u>	
Retirement	6,616
Health Insurance	7,623
Payroll Taxes	8,814
Telephone Allowance	1,250
Auto Allowance	6,250



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*

June 27, 2025

To the Board of Directors
Alexandria/Pineville Area Convention and Visitors Bureau
Alexandria, 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 each major fund of the Alexandria/Pineville Area Convention and Visitors Bureau, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise Bureau's basic financial statements, and have issued our report thereon dated June 27, 2025.

INTERNAL CONTROL OVER FINANCIAL REPORTING

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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 Alexandria/Pineville Area Convention and Visitors Bureau's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

160 Brown's Bend Road
Alexandria, Louisiana 71303
Online: CenlaCPAs.com

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink, reading "Rozier, McKay & Willis".

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana

***Alexandria/Pineville Area Convention and Visitors Bureau
Schedule of Findings
December 31, 2024***

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditors' Report on the basic financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau as of December 31, 2024 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are considered to be significant control deficiencies or material weaknesses.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings.

***PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED
GOVERNMENTAL AUDITING STANDARDS:***

- There were no findings of this nature.

Alexandria/Pineville Area Convention and Visitors Bureau
Management's Corrective Action Plan
December 31, 2024

<u>SECTION I</u> Internal Control and Compliance Material to the Financial Statements.	
No findings of this nature were reported	Response – N/A
<u>SECTION II</u> Management Letter	
No management letter was issued with this report.	Response – N/A

Alexandria/Pineville Area Convention and Visitors Bureau
Summary of Prior Year Findings
December 31, 2024

<u>SECTION I</u> Internal Control and Compliance Material to the Financial Statements.	
No findings of this nature were reported	Response – N/A
<u>SECTION II</u> Management Letter	
No management letter was issued with this report.	Response – N/A

APPENDIX A

Statewide Agreed-Upon Procedures



Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Alexandria/Pineville Area
Convention and Visitors Bureau and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Alexandria/Pineville Area Convention and Visitors Bureau (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period described above. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

We were engaged to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, 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 LLA as a public document.

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana
June 27, 2025



Rozier, McKay & Willis
Certified Public Accountants
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Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories. <ul style="list-style-type: none">• Budgeting• Purchasing• Disbursements• Receipts• Payroll/Personnel• Contracting• Credit Cards• Travel and expense reimbursements• Ethics• Debt Service• Disaster Recovery / Business Continuity• Sexual Harassment	<p>The Entity has adopted written policies covering all of the required elements of the following categories:</p> <ul style="list-style-type: none">• Payroll/Personnel• Sexual Harassment <p>The Entity has not adopted written policies covering any element of the following categories:</p> <ul style="list-style-type: none">• Budgeting• Purchasing• Disbursements• Receipts• Contracting• Credit Cards• Travel and expense reimbursements• Ethics• Disaster Recovery / Business Continuity <p>The following categories were not applicable to the Entity:</p> <ul style="list-style-type: none">• Debt Service	<i>We will work with our legal counsel and auditor to develop written policies that accurately reflect the current informal controls we have instituted.</i>

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p> <p>c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal</p>	<p>Testing is not required for Year 7 procedures.</p> <p>Testing is not required for Year 7 procedures.</p> <p>Testing is not required for Year 7 procedures.</p>	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund. d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.	Testing is not required for Year 7 procedures.	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Testing is not required for Year 7 procedures.</p> <p>Testing is not required for Year 7 procedures.</p> <p>Testing is not required for Year 7 procedures.</p>	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
4 Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).	All deposits are prepared at the Entity's administrative office.	<i>The results did not include findings or criticisms.</i>
5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that: a) Employees that are responsible for cash collections do not share cash drawers/registers.	The Entity doesn't maintain any cash registers, as currency is not accepted.	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	Currency is not accepted, but staff that collect payment are separate from those responsible for reconciling collections.	<i>The results did not include findings or criticisms.</i>
c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.	Employees responsible for collecting cash are not responsible for posting collection entries to the general ledger.	<i>The results did not include findings or criticisms.</i>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Employees responsible for reconciling cash collections are not responsible for collecting cash.	<i>The results did not include findings or criticisms.</i>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Blanket coverage applies to the Bureau's entire workforce.	<i>The results did not include findings or criticisms.</i>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
<p>a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>Receipts are sequentially numbered.</p> <p>Documentation was consistent with deposit slips.</p> <p>The deposit slip matched the actual deposit per the bank statement.</p> <p>Not all deposits were made within one business day.</p> <p>The bank statement is consistent with the general ledger</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>Because of the nature of our operations, we don't receive payments every day. Accordingly, deposits are typically not made promptly for minimal amounts. However, in the future, we will make deposits on the day of receipt.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	A single location is used for all processing.	<i>The results did not include findings or criticisms.</i>
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Multiple employees are involved in the process.	<i>The results did not include findings or criticisms.</i>
b) At least two employees are involved in processing and approving payments to vendors.	Multiple employees are involved in the process.	<i>The results did not include findings or criticisms.</i>
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	Employees responsible for signing checks do not have access to vendor files.	<i>The results did not include findings or criticisms.</i>
d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail	Payments are processed by an outside bookkeeping service.	<i>The results did not include findings or criticisms.</i>

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>who is not responsible for processing payments.</p> <p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p> <p>11 Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main</p>	<p>Recorded amounts are supported by documentation.</p> <p>Segregation was demonstrated.</p> <p>Invoices for payments did not show written authorization of the transaction.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The few transactions that are electronically debited from the operating account are from select vendors and supported by invoices. In the future, we will document that these payments were approved.</i></p>

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.		

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
12 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.	Testing is not required for Year 7 procedures.	
13 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and: a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. b. Observe that finance charges and late fees were not assessed on the selected statements.	Testing is not required for Year 7 procedures. Testing is not required for Year 7 procedures.	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
14 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Testing not required for Year 7 procedures.	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
15 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected: a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov). b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased. c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h). d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.	Testing not required for Year 7 procedures. Testing not required for Year 7 procedures. Testing not required for Year 7 procedures. Testing not required for Year 7 procedures.	

Schedule of Procedures, Results and Managements' Response (Continued)

-A15-

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	Testing is not required for Year 7 procedures.	
18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and: a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). b. Observe that supervisors approved the attendance and leave of the selected employees/officials. c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Testing is not required for Year 7 procedures. Testing is not required for Year 7 procedures. Testing is not required for Year 7 procedures.	
19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination	Testing is not required for Year 7 procedures.	

Alexandria/Pineville Area Convention and Visitors Bureau

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.		
20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Testing is not required for Year 7 procedures.	

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Schedule of Procedures, Results and Managements' Response (Continued)

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and: a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period. b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	Training was documented for 4 out of the 5 employees. The Entity does not have a written ethics policy.	<i>We will be sure to have all employees completed the required training in the future.</i> <i>We will work with our legal counsel and auditor, and develop a written policy appropriate for an entity of our size.</i>
22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.	The Entity does not have an ethics designee.	<i>We will appoint an ethics designee promptly.</i>

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Schedule of Procedures, Results and Managements' Response (Continued)

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Testing not required for Year 7 procedures.	
25 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	Testing not required for Year 7 procedures.	

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Schedule of Procedures, Results and Managements' Response (Continued)

Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	Testing not required for Year 7 procedures.	
26 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	Testing not required for Year 7 procedures.	

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Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>27 Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.</p> <p>b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.</p>	<p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>
<p>28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in</p>	<p>We performed the procedure and discussed the results with management.</p>	<p><i>The results did not include findings or criticisms.</i></p>

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Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p> <p>29 Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267¹. The requirements are as follows:</p> <ol style="list-style-type: none">1. Hired before June 9, 2020 - completed the training; and2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.	<p>No Cybersecurity training documentation was available.</p>	<p><i>We will ensure that all of our employees take the required training immediately. In addition, we will better monitor our staff's training, to make sure they are taking every required course.</i></p>

¹ While it appears to be a good practice for charter schools to ensure its employees are trained to keep their information technology assets safe from cyberattack, charter schools do not appear required to comply with 42:1267. An individual charter school, though, through specific provisions of its charter, may mandate that all employees/officials receive cybersecurity training.

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Schedule of Procedures, Results and Managements' Response (Continued)

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
30 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.	Of the 5 employees selected, only 1 employee did not have the required training certification.	<i>We will be sure to have all employees completed the required training in the future.</i>
31 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).	Although the Entity has a sexual harassment policy, it is not posted on its website.	<i>We will ensure the policy is posted in the future.</i>
32 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344: a. Number and percentage of public servants in the agency who have completed the training requirements; b. Number of sexual harassment complaints received by the agency; c. Number of complaints which resulted in a finding that sexual harassment occurred; d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and e. Amount of time it took to resolve each complaint.	An annual report has not been completed.	<i>We will become familiar with the requirements to ensure compliance for the next reporting cycle.</i>