

**WEST BATON ROUGE CONVENTION &
VISITORS BUREAU
PORT ALLEN, LOUISIANA
FINANCIAL REPORT
December 31, 2019**



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WEST BATON ROUGE CONVENTION & VISITORS BUREAU

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INDEPENDENT AUDITOR'S REPORT

Chairman and Members of the Board
West Baton Rouge Convention and Visitors Bureau
Port Allen, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the West Baton Rouge Convention and Visitors Bureau, a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the West Baton Rouge Convention and Visitors Bureau's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The West Baton Rouge Convention and Visitors Bureau's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the

entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the West Baton Rouge Convention and Visitors Bureau as of December 31, 2019, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 9 and schedules 1 and 2 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. 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.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the West Baton Rouge Convention and Visitors Bureau's basic financial statements. The schedule of compensation, benefits and other payments to agency head on schedule 3 is presented to comply with the requirements issued by the State of Louisiana, and is not a required part of the basic financial statements.

The schedule of compensation, benefits and other payments to agency head 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head 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 September 28, 2020 on our consideration of the West Baton Rouge 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 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 West Baton Rouge Convention and Visitors Bureau's internal control over financial reporting and compliance.

PROVOST, SALTER, HARPER & ALFORD, LLC



September 28, 2020
Baton Rouge, Louisiana

WEST BATON ROUGE CONVENTION AND VISITORS BUREAU
Port Allen, Louisiana

Management's Discussion and Analysis

The Management's Discussion and Analysis of the West Baton Rouge Convention and Visitors Bureau (the Convention and Visitors Bureau) financial performance presents a narrative overview and analysis of the Convention and Visitors Bureau's financial activities for the year ended December 31, 2019. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with prior year's information. Please read this document in conjunction with the additional information contained in the Convention and Visitors Bureau's financial statements, which begins on page 10.

FINANCIAL HIGHLIGHTS

The Convention and Visitors Bureau's total net position increased by \$337,251 or 13.7%.

The operating revenues of the Convention and Visitors Bureau increased \$176,007 or 12.2%.

The operating expenses of the Convention and Visitors Bureau decreased \$110,484 or 7.9%.

OVERVIEW OF THE FINANCIAL STATEMENTS

This Management Discussion and Analysis document introduces the Convention and Visitors Bureau's basic financial statements. The basic financial statements include: (1) government-wide financial statements, and fund financial statements, and (2) notes to the basic financial statements. The Convention and Visitors Bureau also includes in this report additional information to supplement the basic financial statements, such as required supplementary information. Comparative data is presented when available.

Government –wide Financial Statements

The Convention & Visitors Bureau's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Convention & Visitors Bureau's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

WEST BATON ROUGE CONVENTION AND VISITORS BUREAU
Port Allen, Louisiana

Management's Discussion and Analysis, continued

The first of these government-wide statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Convention & Visitors Bureau's assets and liabilities, with the difference reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Convention & Visitors Bureau as a whole is improving or deteriorating. Evaluation of the overall health of the Convention & Visitors Bureau would extend to other non-financial factors such as diversification of the taxpayer base, in addition to the financial information provided in this report.

The second government-wide statement is the Statement of Activities and Changes in Net Position which reports how the Convention & Visitors Bureau's net position changed during the current calendar year. All current year revenues and expenses are included regardless of when the Convention & Visitors Bureau receives or pays cash. An important purpose of the design of the statement of activities is to show the financial reliance of the Convention & Visitors Bureau's distinct activities or functions on revenues provided by the Convention & Visitors Bureau's taxpayers.

The government-wide financial statements are presented along with fund financial statements on statements A and B of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Convention & Visitors Bureau uses two funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Convention & Visitors Bureau's general fund and one special revenue funds. All funds are governmental fund types.

The Convention & Visitors Bureau uses only one fund type:

The Governmental funds are reported in the fund financial statements and encompasses the same function reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Convention & Visitors Bureau's governmental funds. These statements report short-term calendar accountability focusing on the use of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

WEST BATON ROUGE CONVENTION AND VISITORS BUREAU
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Management's Discussion and Analysis, continued

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental funds balance sheet and the governmental funds operating statement provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental funds financial statements are presented on statements A and B of this report along with the government-wide financial statements.

Notes to the Basic Financial Statements

The notes to financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to financial statements can be found immediately following the financial statements.

FINANCIAL ANALYSIS OF THE CONVENTION & VISITORS BUREAU AS A WHOLE

The Convention & Visitors Bureau's net position at fiscal year-end is \$2,799,768. The following table provides a summary of the Convention & Visitors Bureau's net position:

	2019	2018
Current assets	\$ 1,265,601	\$ 938,808
Capital assets	1,826,469	1,846,036
Total assets	3,092,070	2,784,844
Current liabilities	145,169	150,838
Noncurrent liabilities	147,133	171,489
Total liabilities	292,302	322,327
Net investment in capital assets	1,692,469	1,687,036
Restricted	958,556	655,228
Unrestricted	148,743	120,253
Total net position	\$ 2,799,768	\$ 2,462,517

WEST BATON ROUGE CONVENTION AND VISITORS BUREAU
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Management's Discussion and Analysis, continued

The Convention & Visitors Bureau continues to maintain an extremely high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio for governmental activities at December 31, 2019 is approximately 8.7 to 1.

The Convention & Visitors Bureau reported a positive balance in net position for its governmental activities. Net position increased from 2018 by \$337,251. Note that approximately 60% of the governmental activities net position at December 31, 2019 consist of capital assets. The Convention & Visitors Bureau uses these capital assets to provide services to its citizens and tourists visiting the parish.

The following data is presented on the accrual basis of accounting which means that all costs are presented; however, the purchase of capital assets is not included but depreciation on the capital assets is included.

The following table provided a summary of the Convention & Visitors Bureau's changes in net position:

	2019	2018
Operating revenues	\$ 1,619,453	\$ 1,443,446
Operating expenses	1,282,202	1,392,686
Excess (deficiency) of revenues over expenses	337,251	50,760
Non-operating revenues (expenses)	-	(62)
Change in net position	\$ 337,251	\$ 50,698

Governmental Revenue

The Convention & Visitors Bureau is heavily reliant on hotel-motel tax and the state sales tax rebate to support its operations. Hotel-motel taxes and state sales tax rebate provided 74.9% in 2019 and 80.3% in 2018 of the Convention & Visitors Bureau's total revenues. Because of the Convention & Visitors Bureau's healthy financial position, we have been able to earn interest income of \$21,953 in 2019 and \$12,604 in 2018 to support our activities. Also, note that in 2019 charges for services covered only 19.8% of governmental operating expenses and only 17.9% in 2018. This means that the Convention & Visitors Bureau's taxpayers and the Convention & Visitors Bureau's other general revenues fund a significant portion of the Convention & Visitors Bureau's activities. As a result, the general economy and local businesses have a major impact on the Convention & Visitors Bureau's revenue streams.

WEST BATON ROUGE CONVENTION AND VISITORS BUREAU
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Management's Discussion and Analysis, continued

Change in Net Position

The Bureau's ending net position is \$2,799,768, an increase of \$337,251 over the prior year. This increase is the result of the events and programs described within the analysis of the Convention & Visitors Bureau's activities described above. Of total net position, at December 31, 2019 \$148,743 (\$120,253 for 2018) was unrestricted indicating availability for continuing Parish Convention & Visitors Bureau service requirements.

Governmental Functional Expenses

Salaries and related expenses comprised 34.4% in 2019 and 35.1% in 2018 of total expenses. Operating services, materials and supplies made up 58.4% in 2019 and 58.5% in 2018 the total expenses.

Financial Analysis of the Convention & Visitors Bureau's Governmental Funds

The General Fund is the Convention & Visitors Bureau's operating fund and along with the Special Revenue Funds are the sources of day-to-day service delivery. As discussed, the General and Special Revenue Funds are reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financial requirements. Remember the data presented in the fund financial statements is presented on the modified accrual basis. This means that capital assets purchased during the year are reported as expenditures and no depreciation on these capital assets is reported as an expenditure in the same year.

Budgetary Highlight

At year-end, the Convention & Visitors Bureau realized just over 124.8% of our final budget revenue and total expenditures were 84.4% of budgeted amounts.

CAPITAL ASSETS AND DEBTS

Capital Assets

The Convention and Visitors Bureau's investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2019 was \$1,826,469 compared to \$1,846,036 at December 31, 2018. In 2019 depreciation expense was \$86,928 compared to \$82,911 at December 31, 2018.

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Management's Discussion and Analysis, continued

See Note 3 for additional information about changes in capital assets during the calendar year and outstanding at the end of the year. The following table provides a summary of capital asset activity.

	Governmental Activities	
	2019	2018
Depreciable assets	\$ 1,592,643	\$ 1,531,719
Less accumulated Depreciation	(600,230)	(519,739)
Land	834,056	834,056
Book value-depreciable assets	\$ 1,826,469	\$ 1,846,036

Long-term Debt

The Convention and Visitors Bureau may issue general obligation debt to meet its capital needs. During the current year the Convention and Visitors Bureau retired \$25,000 of bonds that were issued to fund renovation of the convention facilities. See note 4 to the financial statements for a discussion and analysis of long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

Generally, the outlook for 2020 is unfavorable. The impact on projected hotel-motel tax and state sales tax rebate revenue will be closely monitored due to the impact of COVID-19. Hotel-motel tax for the year show an approximate 13.75% decrease from this point year-to-date compared to prior year, and state sales tax rebate revenue shows an approximate decrease of 24% from this point year-to-date compared to prior year. Wages and salaries were initially budgeted for \$400,000, but we expect a 25% decrease due to COVID-19. Renovation projects on the Conference Center was approved by the board of directors for capital outlay expenditures. The Bureau expects to be 45% under the budgeted amount of expenditures for the 2020 year.

CONTACTING THE CONVENTION AND VISITORS BUREAU'S MANAGEMENT

This financial report is designed to provide a general overview of the Convention and Visitors Bureau's finances, comply with finance-related laws and regulations, and to demonstrate the Convention and Visitors Bureau's accountability for the money it receives. If you have any questions about this report or need additional information, please contact the West Baton Rouge Convention and Visitors Bureau, 2750 N. Westport Drive, Port Allen, LA 70767.

WEST BATON ROUGE CONVENTION & VISITORS BUREAU**Statement of Net Position and
Governmental Funds Balance Sheet**

December 31, 2019

	General Fund	Enterprise Fund	Total	Adjustments	Statement of Position
ASSETS					
Cash and cash equivalents	\$ 65,182	\$ 216,362	\$ 281,544	\$ -	\$ 281,544
Accounts receivable	5,547	913	6,460	-	6,460
Investments - LAMP	74,040	844,720	918,760	-	918,760
Hotel-Motel tax receivable	54,615	-	54,615	-	54,615
Prepaid expenses	4,222	-	4,222	-	4,222
Interfund receivables	8,655	5,831	14,486	(14,486)	-
Capital assets, net of accumulated depreciation	-	-	-	992,413	992,413
Capital assets, not being depreciated					
Land	-	-	-	834,056	834,056
Total Assets	212,261	1,067,826	1,280,087	1,811,983	3,092,070
LIABILITIES					
Accounts payable and accrued expenses	19,554	100,615	120,169	-	120,169
Interfund payables	5,831	8,655	14,486	(14,486)	-
Long-term liabilities					
Due within one year	-	-	-	25,000	25,000
Due after one year	-	-	-	109,000	109,000
Compensated Absences	-	-	-	38,133	38,133
Total Liabilities	25,385	109,270	134,655	157,647	292,302
FUND BALANCE/NET POSITION					
Fund Balance:					
Restricted					
Tourist promotion	-	958,556	958,556	(958,556)	
Unassigned	186,876	-	186,876	(186,876)	
Total fund balances	\$ 186,876	\$ 958,556	\$ 1,145,432		
Total liabilities and fund balances					
Net Position:					
Invested in capital assets net of related debt				1,692,469	1,692,469
Restricted - Enterprise Fund				958,556	958,556
Unrestricted				148,743	148,743
Total Net Position					\$ 2,799,768

**WEST BATON ROUGE CONVENTION & VISITORS
BUREAU**

Statement B

Statement of Activities and Governmental Fund Revenues,
Expenditures and Changes in Fund Balance/Net Position

Year Ended December 31, 2019

	General Fund	Enterprise Fund	Total	Adjustments	Statement of Activities
Expenditures/expenses					
General government					
Advertising and marketing	\$ 14,384	\$ 206,899	\$ 221,283	\$ -	\$ 221,283
Bank charges	4,653	301	4,954	-	4,954
Catering expenses	131,473	-	131,473	-	131,473
Depreciation	-	-	-	86,928	86,928
Maintenance, repairs and security	71,255	32,111	103,366	-	103,366
Miscellaneous	142	-	142	-	142
Office, supplies and postage	42,560	154,952	197,512	-	197,512
Professional fees	27,923	1,300	29,223	-	29,223
Insurance	19,853	-	19,853	-	19,853
Salaries, wages and related expenses	441,018	-	441,018	645	441,663
Utilities & telephone	41,003	-	41,003	-	41,003
Capital outlays	1,150	66,212	67,362	(67,362)	-
Debt service					
Principle	-	25,000	25,000	(25,000)	-
Interest	-	4,802	4,802	-	4,802
Total Expenditures/Expenses	795,414	491,577	1,286,991	(4,789)	1,282,202
Revenues					
Program Revenues					
Conference center	202,435	-	202,435	-	202,435
Special events	1,150	50,181	51,331	-	51,331
Expenditures/Expenses Net of Program Revenues	(591,829)	(441,396)	(1,033,225)	4,789	(1,028,436)
General Revenue					
Hotel-Motel tax	612,292	-	612,292	-	612,292
From the State:					
Sales tax rebate	-	601,252	601,252	-	601,252
Interest income	2,331	19,622	21,953	-	21,953
Grants and other income	6,340	123,850	130,190	-	130,190
Total General Revenues	620,963	744,724	1,365,687	-	1,365,687
Excess (Deficiency) of Revenues over Expenditures	29,134	303,328	332,462	4,789	337,251
Other Financing Sources (Uses)					
Loss on disposition of asset	-	-	-	-	-
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	29,134	303,328	332,462	4,789	337,251
Total Fund Balance/Net Position, Beginning	157,742	655,228	812,970	-	2,462,517
Total Fund Balance/Net Position, Ending	\$ 186,876	\$ 958,556	\$ 1,145,432	\$ 4,789	\$ 2,799,768

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements

December 31, 2019

INTRODUCTION

The West Baton Rouge Convention & Visitors Bureau was established May 12, 1977 as the West Baton Rouge Tourist Commission for the purpose of developing and carrying out programs designed to promote tourism in the area of West Baton Rouge Parish as provided for by Louisiana Revised Statutes 33:4574, et seq. The Commission's name was changed to the West Baton Rouge Convention & Visitors Bureau in 2007.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting principles and reporting standards. The principles are found in the *Codification of Governmental Accounting and Financial Reporting Standards*, published by the GASB. The accompanying financial statements have been prepared on the full accrual basis in accordance with accounting principles generally accepted in the United States of America as applied to governmental units.

Reporting Entity. GASB Codification Section 2100, *Defining the Financial Reporting Entity*, establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the West Baton Rouge Convention & Visitors Bureau includes all funds, account groups, et cetera, that are within the oversight responsibility of the Convention & Visitors Bureau. Based on the criteria set forth in GASB Codification Section 2100, the Convention & Visitors Bureau is a component unit of the West Baton Rouge Council because the Bureau is fiscally dependent on the Parish Council. The accompanying financial statements present information only as to the transactions and the activities of the Convention and Visitors Bureau.

Date of Management's Review. Management has evaluated subsequent events through September 28, 2020, the date on which financial statements were available to be issued.

Fund Accounting. The accounts of the West Baton Rouge Convention & Visitors Bureau are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and one broad fund category as follows:

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

Governmental Funds:

General Fund - The General Fund is the general operating fund of the Bureau. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for a specific purpose other than debt services or capital projects. The Bureau accounts for the State Sales Tax Rebate it receives in its Special Revenue Funds (See Note 2).

Basis of Accounting. The Statement of Net Position (statement A) and Statement of Activities (statement B) display information about the Convention & Visitors Bureau as a whole. These statements include all the financial activities of the Convention & Visitors Bureau. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting.

The Convention and Visitors Bureau uses the following practices in recording revenues and expenses:

Program Revenues. Program revenues included in the Statement of activities (statement B) are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Convention & Visitors Bureau's general revenues.

Fund Equity:

Equity Classifications.

Government-Wide Financial Statements.

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

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets. Consists of net position with constraints placed on the use either by:

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

1. External groups such as creditors, grantors, contributors, or laws or regulations of other governments, or
 2. Law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

Fund Financial Statements (FFS):

In the fund financial statements governmental fund equity is classified as fund balance. Fund balance is further classified as follows.

The Convention and Visitors Bureau adopted GASB Statement 54 (GASB Codification Section 1300, Fund Accounting) in the year ended December 31, 2013. As such, fund balances of the governmental fund are classified as follows:

Non-spendable. Amount that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted. Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed. Amounts that can be used only for specific purposes determined by a formal decision of the Convention and Visitors Bureau Board of Governors. The Board of Governors is the highest level of decision-making authority for the Visitors and Convention Bureau.

Assigned. Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.

Unassigned. All other spendable amounts.

The Board of Governors is the highest level of decision making authority for the West Baton Rouge Convention and Visitors Bureau. The Council would have to approve a resolution to approve or change any previously approved commitment of fund balance. The Board of Governors is also authorized to approve assigned fund balances. It is the Convention and Visitors Bureau's policy to spend restricted fund balances first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. It is the Convention and Visitors Bureau's policy to spend committed or assigned fund balances first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

The West Baton Rouge Convention and Visitors Bureau does not have any policy regarding minimum fund balance amounts. The Board of Governors has authorized the executive director of West Baton Rouge Convention and Visitors Bureau to make fund balance assignments in accordance with GASB Statement 54.

The amounts reflected in the Governmental Fund Statements (statements A and B) are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of the current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Convention & Visitors Bureau's operations.

The amounts reflected in the Governmental Fund Statements (statements A and B) use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when related fund liability is incurred and certain compensated absences which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues. Revenues are recognized when they become measurable and available as net current assets. Taxpayer-assessed income, gross receipts, and sales taxes are considered "measurable" when in the hands of collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain.

Transfers. Transfers between funds that are not expected to be repaid (or any other types, such as capital lease transactions, sales of fixed assets, debt extinguishment, long-term debt proceeds, et cetera) are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

Budgets and Budgetary Accounting. The Convention & Visitors Bureau followed these procedures in establishing the budget reflected in these financial statements:

1. The Convention & Visitors Bureau Executive Director and its Conference Center Coordinator prepare a proposed budget and submit it to the treasurer. After examination by the treasurer, the budget is submitted to the Convention & Visitors Bureau's Board of Governors for approval. After approval by the Convention & Visitors Bureau, the budget is submitted to the West Baton Rouge Parish Council. The Parish Council incorporates the Convention & Visitors Bureau Budget into the Parish Council Budget. The Convention & Visitors Bureau Budget is submitted to the Parish Council to allow enough time for the formal budget process followed by the Council to be completed. The Parish Council complies with the State Budget Law.
2. Budgetary amendments involving the transfer of funds from one program or function to another require the approval of the Convention & Visitors Bureau.
3. All budgetary appropriations lapse at the end of each fiscal year.

Cash and Investments. Cash includes amounts in demand deposits as well as short term certificates with maturity dates within 90 days of the date acquired by the government. These deposits are stated at cost, which approximates market. Under State law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit 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, 2019, the Board has \$278,651 in deposits (collected bank balances). The deposits are secured from risk by the federal deposit insurance and pledged securities.

Investments. The \$918,760 in investments at December 31, 2019 are invested in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.165, these investments are not categorized above because they are not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities 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.

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 an investment pool that, to the extent practical, invest

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

in a manner consistent with GASB Statement No. 79. The following facts are relevant for 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 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 92 days as of December 31, 2019.
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. 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. If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

Risk Management. The Convention & Visitors Bureau is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Bureau purchases commercial insurance policies at levels which management believes is adequate to protect the Bureau. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

Short Term Interfund Receivables/Payables. During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due to/from other funds" on the balance sheet. Short-term interfund loans, if any, are classified as "interfund receivables/payables."

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

Prepaid Items. Payments made to vendors for services that will benefit periods beyond December 31 are recorded as prepaid items in both government-wide and fund financial statements.

Long Term Debt. Long Term Debt obligations to be repaid from governmental resources are reported as liabilities in the government-wide statements.

Long Term Debt for governmental funds is not reported as a liability in the fund financial statements. Bond issue cost is reported as expense in the year of the debt issuance. The debt proceeds are reported as other financing sources, and the payment of principle and interest are reported as expenditures, in the fund statements.

Compensated Absences. Full-time, permanent employees of the Bureau earn vacation leave and sick leave at various rates depending on the number of years of service. The Bureau's policy allows employees to accumulate unused sick leave up to 180 days and unused vacation leave up to 5 days. An employee is compensated for up to 5 days of unused vacation leave at the employee's hourly rate of pay at the time of termination. Compensatory time is calculated at one and one-half hours for each hour of overtime earned. Upon an employee's retirement, sick leave, not to exceed 30 days, and vacation leave not to exceed 5 days, and compensatory time shall be paid as severance pay. The liability for these compensated absences is recorded as long term debt in the government-wide and proprietary financial statements. However, any matured compensated absences existing at year-end which are payable to currently terminating employees are reported in the governmental funds as wages and benefits payable and on the government-wide and proprietary financial statements as the current portion of compensated absences.

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

Current Year Adoption of New Accounting Standards. There were no new standards issued by the GASB that were required to be adopted by the Bureau in 2019.

Capital Assets. Capital assets consist of equipment, vehicles, buildings and building improvements and are capitalized at historical costs. These assets, net of accumulated depreciation, are included on the Statement of Net Position. Depreciation for financial reporting purposes is computed by the straight-line method over the useful lives of the assets.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

The useful lives are as follows:

Building	40 years
Building improvements	20 years
Furniture, fixtures & equipment	5-10 years
Vehicles	7 years

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

2. REVENUE

Hotel – Motel Tax. The Convention & Visitors Bureau under the provision of Louisiana Revised Statutes Section 33:4574.1-A levies a four percent tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within the jurisdiction of the commission. The proceeds from this tax are accounted for in the Bureau's General Fund.

State Sales Tax Rebate. Under the provisions of Louisiana Revised Statutes Section 47:332.12, the West Baton Rouge Parish Council is entitled to receive a portion of the state sales tax imposed on hotel occupancy within West Baton Rouge Parish. The money is to be used exclusively for the planning, development or capital improvements of tourism sites in West Baton Rouge Parish. The Parish Council has designated the West Baton Rouge Convention & Visitors Bureau to receive and expend these funds on behalf of the Parish Council. The proceeds from this source are accounted for in the Bureau's Special Revenue Funds. The West Baton Rouge Parish Council collects these funds.

During 2019, the Convention & Visitors Bureau recognized income of \$601,252 from the state sales tax rebate. The Parish Council collected and recognized as income all other amounts due to the parish for the state sales tax rebate.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets for the year ended December 31, 2019 is as follows:

	Beginning of Year	Additions	Reductions	End of Year
Land	\$ 834,056	\$ -	\$ -	\$ 834,056
Building & improvements	1,249,964	51,523	2,080	1,299,407
Christmas display	1,945	-	-	1,945
Office furniture and equipment	212,689	15,838	4,357	224,170
Vehicles	67,121	-	-	67,121
	<u>2,365,775</u>	<u>67,361</u>	<u>6,437</u>	<u>2,426,699</u>
Less accumulated depreciation	519,739	86,928	6,437	600,230
	<u>\$ 1,846,036</u>	<u>\$ (19,567)</u>	<u>\$ -</u>	<u>\$ 1,826,469</u>

4. LONG-TERM DEBT

During 2014 the Bureau issued certificates of indebtedness totaling \$250,000. The proceeds were used for repairs and renovations of the convention facilities.

The following is a summary of the Bureau's long-term debt transactions for the year ended December 31, 2019:

Type of Debt	Balance at December 31, 2018	Additions or Bonds Issued	Bonds Redeemed and Other Reductions	Balance at December 31, 2019	Amount due within One Year
<i>Governmental Activities:</i>					
Series 2014	\$ 159,000	\$ -	\$ 25,000	\$ 134,000	\$ 25,000
Compensated absences	37,489	49,567	48,923	38,133	-
Total governmental long-term debt	<u>\$ 196,489</u>	<u>\$ 49,567</u>	<u>\$ 73,923</u>	<u>\$ 172,133</u>	<u>\$ 25,000</u>

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

Long-term debt payable at December 31, 2019 consisted of the following:

\$250,000 certificates of indebtedness, Series 2014 of
the West Baton Rouge Convention & Visitors Bureau,
payable annually through December 1, 2024, 3.06% interest \$ 134,000

The annual requirements to amortize the long-term debt payable as of December 31, are as follows:

Year Ending December 31,	Principal	Interest
2020	\$ 25,000	\$ 4,100
2021	26,000	3,335
2022	27,000	2,540
2023	28,000	1,714
2024	28,000	857
	<u>\$ 134,000</u>	<u>\$ 12,546</u>

5. PER DIEM PAYMENTS

There were no per diem payments made during 2019 to board members of the West Baton Rouge Convention & Visitors Bureau.

6. OPERATING LEASES

The Bureau leases office equipment under long term leasing arrangements.

The minimum future lease payments receivable under non-cancelable operating leases are as follows:

Year Ending December 31,	
2020	\$ 6,590
2021	1,580
	<u>\$ 8,170</u>

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

7. RECONCILIATIONS

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net position

Fund balances - total governmental funds \$ 1,145,432

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

Capital assets used in governmental activities are not financial statement of resources and, therefore, are not reported in the governmental funds

Governmental capital assets	\$ 2,426,699	
Less accumulated depreciation	<u>(600,230)</u>	
		1,826,469

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds

Bonds payable	\$ (134,000)	
Compensated absences	<u>(38,133)</u>	
		<u>(172,133)</u>
Net position of governmental activities		<u>\$ 2,799,768</u>

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

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

Net change in fund balances - total governmental funds \$ 332,462

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 their estimated useful lives and reported as depreciation expense.

Capital outlay	\$ 67,362	
Depreciation expense	<u>(86,928)</u>	
		(19,566)

The issuance of long term debt provides current financial resources to governmental funds, while the repayment of the principal of long term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets.

Principal payments	<u>\$ 25,000</u>	
		25,000

Some expenses reported in the statement of activities do not required the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	\$ (645)	
Gain (loss) on disposal of fixed assets	<u>-</u>	
		(645)

Change in net position of governmental activities		<u><u>\$ 337,251</u></u>
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WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Notes to Financial Statements, continued

December 31, 2019

8. NEW ACCOUNTING PRONOUNCEMENTS NOT YET IMPLEMENTED

In June 2017, GASB has issued Statement No. 87 "Leases". This Statement is effective for fiscal years beginning subsequent of December 15, 2019. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provision of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. GASB issued Statement No. 95 "Postponement of the Effective Dates of Certain Authoritative Guidance" which has deferred the effective date of Statement No. 87 Implementation Guide No. 2019-03 by 18 months to fiscal years beginning after June 15, 2021. The Bureau plans to adopt this Update as applicable by the effective date.

8. SUBSEQUENT EVENT COVID-19

The Bureau evaluated its December 31, 2019 financial statements for subsequent events through the date the financial statements were issued. As a result of the spread of COVID-19, the Bureau closed the conference center on March 15, 2020, suspended planned special events, and operated in a remote capacity until they were able to open the conference center back up on June 16, 2020, which was still closed to the public, and a week later the conference center was open to the public and tourists. While the disruption is currently expected to be temporary and the financial impact to the entity limited, because there is considerable uncertainty around the duration, the ultimate financial impact cannot be reasonably estimated at this time.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Required Supplementary Information

December 31, 2019

WEST BATON ROUGE CONVENTION & VISITORS BUREAU

Statement of Revenues, Expenditures and

Year Ended December 31, 2019

Changes in Net Position

Budget (Legal Basis) and Actual - General Fund

	Budgeted Amounts		Actual Amounts GAAP Basis	Nonbudgeted Items and Adjustments	Actual (Budgetary Basis)	Budget to GAAP Differences Favorable (Unfavorable)
	Original	Final				
Revenues						
Conference center	\$ 150,000	\$ 150,000	\$ 202,435	\$ 12,638 ²	\$ 215,073	\$ 65,073
Special events	-	-	1,150	-	1,150	1,150
Hotel-Motel tax	580,000	580,000	612,292	-	612,292	32,292
Interest income	1,500	1,500	2,331	-	2,331	831
Grants and other income	3,000	3,000	6,340	-	6,340	3,340
Total revenues	734,500	734,500	824,548	12,638	837,186	102,686
Expenditures						
General government						
Advertising and marketing	10,000	15,000	14,384	-	14,384	616
Maintenance, repairs and security	61,000	76,000	71,255	(491) ¹	70,764	5,236
Office, supplies and postage	121,120	169,120	178,828	(10,041) ¹	168,644	476
Audit and accounting	30,000	32,000	27,923	-	27,923	4,077
Insurance	24,000	24,000	19,853	-	19,853	4,147
Salaries, wages and related expenses	540,000	540,000	441,018	-	441,018	98,982
Utilities & telephone	40,000	45,000	41,003	(269) ¹	40,735	4,266
Capital outlays	-	-	1,150	-	1,150	(1,150)
Total expenditures	826,120	901,120	795,414	(10,801)	784,470	116,650
Excess (Deficiency) of Revenues over Expenditures	\$ (91,620)	\$ (166,620)	29,134	\$ 23,439	\$ 52,716	\$ 219,336
Total fund balance						
Beginning			157,742			
Ending			<u>\$ 186,876</u>			

Explanation of differences¹ Expenditures are budgeted on the cash basis - prior year's accounts payable \$4,910 are added and current year's accounts payable are subtracted \$15,711² Revenues are budgeted on the cash basis - prior year's accounts receivable \$18,185 are added and current year's accounts receivable are subtracted \$5,547

WEST BATON ROUGE CONVENTION & VISITORS BUREAU

Statement of Revenues, Expenditures and
Changes in Net Position

Year Ended December 31, 2019

Budget (Legal Basis) and Actual - Special Revenue Fund

	Budgeted Amounts		Actual Amounts GAAP Basis	Nonbudgeted Items and Adjustments	Actual (Budgetary Basis)	Budget to GAAP Differences Favorable (Unfavorable)
	Original	Final				
Revenues						
Special events	\$ 70,000	\$ 43,340	\$ 50,181	\$ -	\$ 50,181	\$ 6,841
From the State:						
Sales tax rebate	500,000	500,000	601,252	-	601,252	101,252
Interest income	10,000	10,000	19,622	-	19,622	9,622
Grants and other income	20,000	20,000	123,850	(475) ²	123,375	103,375
Total revenues	600,000	573,340	794,905	(475)	794,430	221,090
Expenditures						
General government						
Advertising and marketing	130,000	206,500	206,899	4,548 ¹	211,447	(4,947)
Maintenance, repairs and security	20,000	20,000	32,111	-	32,111	(12,111)
Office, supplies and postage - Special Events	170,000	175,200	156,554	14,000 ¹	168,952	6,248
Capital outlays	200,000	200,000	66,212	-	66,212	133,788
Debt service						
Principle	29,233	29,233	25,000	-	25,000	4,233
Interest	-	-	4,802	-	4,802	(4,802)
Total expenditures	549,233	630,933	491,578	18,548	508,524	122,409
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 50,767</u>	<u>\$ (57,593)</u>	<u>303,327</u>	<u>\$ (19,023)</u>	<u>\$ 285,906</u>	<u>\$ 343,499</u>
Total fund balance						
Beginning			<u>655,229</u>			
Ending			<u>\$ 958,556</u>			

Explanation of differences

¹ Expenditures are budgeted on the cash basis - prior year's accounts payable \$118,821 are added and current year's accounts payable are subtracted \$100,273

² Revenues are budgeted on the cash basis - prior year's accounts receivable \$438 are added and current year's accounts receivable are subtracted \$913

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Other Supplementary Information

December 31, 2019

WEST BATON ROUGE CONVENTION & VISITORS BUREAU*Schedule of Compensation, Benefits and Other Payments to
Agency Head**Year Ended December 31, 2019***Agency Head Name: Kathy Gautreau****Purpose**

Salary	\$ 91,056
Benefits - insurance	7,608
Benefits - retirement	4,586
Cell phone	765
Per Diem	542
Reimbursements	250
Travel - trade shows	3,335
Special meals	387
Uniforms	210
Membership	104
	<u>\$ 108,843</u>

**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***

Chairman and Members of the Board
West Baton Rouge Convention and Visitors Bureau
Port Allen, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the West Baton Rouge Convention and Visitors Bureau (Bureau), a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements, and have issued our report thereon dated September 28, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the 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 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control,

as described in the accompanying schedule of findings and responses, as items (2019-001 and 2019-002) that we consider to be material weaknesses.

Compliance and Other Matters

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

West Baton Rouge Convention & Visitors Bureau's Response to Findings

The West Baton Rouge Convention and Visitors Bureau's response to the findings identified in our audit are described in the accompanying *schedule of findings and responses*. The West Baton Rouge Convention and Visitors Bureau's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document. Accordingly, this communication is not suitable for any other purpose.

PROVOST, SALTER, HARPER & ALFORD, LLC



September 28, 2020
Baton Rouge, Louisiana

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Schedule of Findings and Responses

December 31, 2019

Section I – Internal Control Findings

Finding 2019-001

Material Weakness in Internal Control Over Financial Reporting-Inadequate Segregation of Duties

Criteria: The segregation of duties and responsibilities between different individuals for custody of assets, recordkeeping for those assets, and reconciliation of those asset accounts is an important control activity needed to adequately protect the entity's assets and ensure accurate financial reporting.

Condition: The entity does not employ enough personnel to achieve an optimum level of segregation of duties.

Potential Effect: Errors could occur which could affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Cause: The size of the entity and its limited accounting staff preclude an adequate segregation of duties and other features of an adequate system of internal control.

Recommendation: The resolution of this finding is not under the control of the Bureau as it may not be cost effective, however the Board and management should monitor the assignment of duties to insure as much segregation of duties as possible.

View of Responsible Official: It is not cost effective to totally correct this weakness but we do segregate duties as much as possible.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Schedule of Findings and Responses, Continued

December 31, 2019

Finding 2019-002

Material Weakness in Internal Control Over Financial Reporting-Preparation of Financial Statements

Criteria: Management is responsible for the preparation of financial statements in accordance with generally accepted accounting principles.

Condition: The Bureau does not have controls in place to prepare financial statements in accordance with generally accepted accounting principles.

Potential Effect: Audit adjustments or disclosures required for the financial statements to be in conformity with GAAP may not be made or included.

Cause: The Bureau does not obtain the necessary continuing education required to be knowledgeable of new standards nor do they subscribe to any service to ensure a current library necessary to prepare financial statements in accordance with generally accepted accounting principles.

Recommendation: The resolution of this finding is not under the control of the Bureau as it may not be cost effective, however the Board and management should periodically evaluate the cost/benefit of hiring personnel with sufficient knowledge and training.

View of Responsible Official: The Bureau's management is aware of this condition and believes hiring an employee with the requisite qualifications would be cost prohibitive. They believe the most cost effective solution is to have their external auditor assist in preparing year-end financial statements in accordance with GAAP.

WEST BATON ROUGE CONVENTION & VISITOR'S BUREAU

Schedule of Prior Findings

December 31, 2019

Ref No.	Fiscal Year Finding Initially Occurred	Description of Finding	Status of the Finding	Current Year Finding Ref No.
2018-001	1996	Inadequate segregation of duties	Unresolved	2019-001
2018-002	2012	Lack of qualified personnel to apply GAAP in preparing financial statements	Unresolved	2019-002

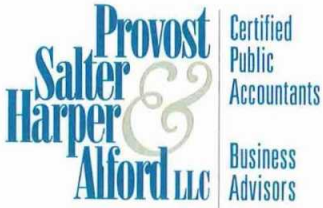
**INDEPENDENT
ACCOUNTANT'S REPORT
ON THE APPLICATION
OF AGREED-UPON PROCEDURES**

West Baton Rouge Convention and Visitors Bureau

September 30, 2019



8550 United Plaza Boulevard, Suite 600, Baton Rouge, Louisiana 70809, Phone: (225) 924-1772 / Facsimile: (225) 927-9075



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board and Management: West Baton Rouge Convention and Visitors Bureau:

We have performed the procedures enumerated below, which were agreed to by West Baton Rouge Convention and Visitors Bureau 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 October 1, 2018 through September 30, 2019. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are summarized in the following Summary of Findings and Explanations.

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

The purpose of this report is 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 Legislative Auditor as a public document.

PROVOST, SALTER, HARPER & ALFORD, LLC

Baton Rouge, LA
September 28, 2020

West Baton Rouge Convention and Visitors Bureau

Summary of Findings and Exceptions

September 30, 2019

Written Policies and Procedures

Procedure 1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
- c) **Disbursements**, including processing, reviewing, and approving
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

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- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Findings:

No exceptions noted.

Bank Reconciliations

Procedure 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:

We obtained a listing of 3 bank accounts.

- 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)

Findings:

No exceptions noted.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged)

Findings:

No exceptions noted.

- 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.

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Summary of Findings and Exceptions, Continued

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Findings:

Management does not have documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months for 2 of the reconciliations selected for testing.

Collections

Procedure 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).

Deposits are prepared at the Convention and Visitor's Bureau's Office in Port Allen.

Procedure 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.

Findings:

No exceptions noted.

- 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.

Findings:

No exceptions noted.

- 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.

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Findings:

No exceptions noted.

- 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.

Findings:

No exceptions noted.

Procedure 6: Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

Findings:

No exceptions noted.

Procedure 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 a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Findings:

No exceptions noted.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Findings:

No exceptions noted.

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- c) Trace the deposit slip total to the actual deposit per the bank statement.

Findings:

No exceptions noted.

- 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).

Findings:

1 deposit selected for testing was not made within 1 business day of receipt.

- e) Trace the actual deposit per the bank statement to the general ledger.

Findings:

No exceptions noted.

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

Procedure 11: 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.

We obtained a listing of active credit cards.

Procedure 12: 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:

We selected a random sample of 5 out of 12 credit cards that were active during the fiscal period.

- 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. [Note: Requiring such approval may constrain the legal authority of

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certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.))

Findings:

Three of the monthly statements selected for testing were reviewed and approved by the cardholder.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Findings:

No exception noted.

Procedure 13: 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).

Findings:

1 transaction had no itemized receipt, written documentation of the business/public purpose, or documentation of the individuals participating in the meals.

Travel and Expense Reimbursement

Procedure 14: 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:

We obtained a listing of all travel and travel-related expense reimbursements during the fiscal period.

- 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).

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Findings:

No exceptions noted.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Findings:

2 of the 5 reimbursements selected for testing were paid at a rate greater than allowed by the LA Travel Guide.

- 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).

Findings:

1 of the 5 transactions did not include names of individuals participating in meal charges.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings:

No exceptions noted.

Ethics

Procedure 20: 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.

Findings:

No exceptions noted.

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- 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.

Findings:

No exceptions noted.