

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU
FINANCIAL REPORT
DECEMBER 31, 2017

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU
Lake Charles, Louisiana

December 31, 2017

TABLE OF CONTENTS

	Page
INTRODUCTORY SECTION	
Title Page	
Table of Contents	2
List of Principal Officials	3
FINANCIAL SECTION	
Report of Independent Auditors	4-6
Required Supplementary Information: Management's Discussion and Analysis	7-15
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	16
Statement of Activities	17
Fund Financial Statements:	
Balance Sheet - Governmental Fund	18
Statements of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds	19-20
Statement of Net Position - Fiduciary Fund	21
Statement of Changes in Fiduciary Net Position- Fiduciary Fund	22
Notes to Financial Statements	23-36
Required Supplementary Information:	
Budgetary Comparison Schedule	37
Special Revenue Fund	38
Other Supplementary Information:	
Schedule of Compensation, Benefits and Other Payments to Executive Director	39
REPORT OF INDEPENDENT AUDITORS ON INTERNAL CONTROL AND COMPLIANCE	
Report on Internal control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards	40-41
Schedule of Findings and Responses	42
Summary Schedule of Prior Audit Findings	43

SOUTHWEST LOUISIANA CONVENTION
AND VISITORS BUREAU

December 31, 2017

BOARD OF DIRECTORS

Brant Parish - Chairman
Samuel Wilkinson - Vice Chairman
Rick Richard - Secretary/Treasurer
Lauren Cooper
Michael Dees
Evette Gradney
Paul Hutchens
Bob King
Mark Lavergne
Brian Levens
Edwina Medearis

EXECUTIVE DIRECTOR

Shelley Johnson

LEGAL COUNSEL

Robert Kleinschmidt - Assistant District Attorney
Eston Singletary - Attorney

INDEPENDENT AUDITORS' REPORT

Board of Directors
Southwest Louisiana Convention and Visitors Bureau
Lake Charles, Louisiana

We have audited the accompanying financial statements of the governmental activities of the Southwest Louisiana Convention and Visitors Bureau as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Southwest Louisiana Convention and Visitors Bureau's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Southwest Louisiana Convention and Visitors Bureau as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 7-15 and 37-38 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 opinions on the financial statements that collectively comprise the Southwest Louisiana Convention and Visitors Bureau's basic financial statements. The introductory section and the schedule of compensation, benefits and other payments to Executive Director are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The schedule of compensation, benefits and other payments to Executive Director 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 Executive Director is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Governmental Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2018 on our consideration of the Southwest Louisiana Convention and Visitors Bureau's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southwest Louisiana Convention and Visitors Bureau's internal control over financial reporting and compliance.

McElroy Quirk & Beach

Lake Charles, Louisiana
June 27, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Southwest Louisiana Convention and Visitors Bureau's financial performance provides an overview of the Southwest Louisiana Convention and Visitors Bureau's financial activities for the year ended December 31, 2017.

USING THE ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Southwest Louisiana Convention and Visitors Bureau as a whole and present a longer-term view of the Southwest Louisiana Convention and Visitors Bureau's finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Bureau's operations in more detail than the government-wide statements by providing information about the Bureau's most significant funds. The remaining statements provide financial information about activities for which the Bureau acts solely as an agent for the benefit of those outside the government.

Reporting the Southwest Louisiana Convention and Visitors Bureau as a Whole

The Statement of Net Position and the Statement of Activities

One of the most important questions asked about the Bureau's finances is, "Is the Bureau better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Bureau as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Bureau's net position - the difference between assets and liabilities - as one way to measure the Bureau's financial position. Over time, increases and decreases in the Southwest Louisiana Convention and Visitors Bureau's net position are one indicator of whether its financial health is improving or deteriorating.

Reporting the Bureau's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds - not the Bureau as a whole. Some funds are required to be established by law. However, the Bureau establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain money. Southwest Louisiana Convention and Visitors Bureau's governmental fund uses a certain account approach described below:

Governmental funds - All of the Bureau basic services are reported in governmental funds, except for one fiduciary fund. The governmental fund focuses on how money flows into and out of those funds and the balance left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Bureau's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Bureau programs.

Reporting the Bureau's Fiduciary Responsibilities

The Bureau is the agent, or fiduciary for the deferred compensation plan. All the Bureau's fiduciary activities are reported in separate Statement of Fiduciary Net Position. We exclude these activities from the Bureau's other financial statements because the Bureau cannot use these assets to finance its operations. The Bureau is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

The Bureau as a Whole

For the year ended December 31, 2017, net position changed as follows:

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Current and other assets	\$ 8,370,674	\$ 6,722,110
Capital assets	<u>4,069,409</u>	<u>4,164,724</u>
Total assets	<u>12,440,083</u>	<u>10,886,834</u>
Deferred outflows of resources	<u>500,000</u>	<u>750,000</u>
Long-term debt outstanding	1,970,000	2,110,000
Cooperative endeavor agreement	500,000	750,000
Other current liabilities	<u>912,605</u>	<u>813,771</u>
Total liabilities	<u>3,382,605</u>	<u>3,673,771</u>
Net position:		
Net investment in capital assets	2,099,409	3,914,724
Unrestricted	<u>7,458,069</u>	<u>4,048,339</u>
Total net position	<u>\$ 9,557,478</u>	<u>\$ 7,963,063</u>

Revenues increased from prior year as a result of the following:

- 1) Occupancy tax increased from prior year due to the addition of several hotel properties and increased occupancy due to the effects of Hurricane Harvey in the fall of 2017.
- 2) Cooperative advertising increased due to funds received for the Gulf Tourism and Seafood Fund.
- 3) Increased interest.

Expenses increased from prior year mainly due to:

- 1) Increased advertising, sales and promotions with the Gulf Tourism and Seafood Funding and increased tradeshows and travel with Media Missions.
- 2) Increased grants such as the Lake Charles Sesquicentennial Celebration, the Lake Charles Symphony and Louisiana Pirate Festival.
- 3) Employee benefits with increased health insurance costs.

- 4) Legal and professional due to increased professional services for sales staff training and festival consultant services.
- 5) Capital outlay with the purchase of a vehicle and other building assets.
- 6) Offset by decreased building maintenance relating to 2016 building improvements projects.

The following table provides a summary of the Bureau's change in net position:

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Program revenues:		
Occupancy tax	\$ 6,865,145	\$ 5,792,836
Advertising	137,736	76,280
Gift shop	62,915	63,020
General revenues:		
Interest	43,787	17,720
Miscellaneous	1,856	1,988
Total revenues	<u>7,111,439</u>	<u>5,951,844</u>
Program expenses:		
Salaries and benefits	1,652,763	1,564,914
Advertising, sales and promotions	2,427,139	2,310,427
Grants	357,349	305,670
Other program expenses	839,315	820,089
Interest	79,270	84,677
Depreciation	159,955	166,378
Loss on sale of assets	1,233	5,214
Total expenses	<u>5,517,024</u>	<u>5,257,369</u>
Increase in net position	1,594,415	694,475
Net position - beginning	<u>7,963,063</u>	<u>7,268,588</u>
Net position - ending	<u>\$ 9,557,478</u>	<u>\$ 7,963,063</u>

Governmental Activities

To aid in the understanding of the Statement of Activities some additional explanation is given. Of particular interest is the format that is significantly different than a typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed on top with revenues from that particular program reported below. The result is a Net (Expense)/Revenue. It also identifies how much each function adds to the general revenues or if it is self-financing through fees.

The following table presents the cost of the Bureau's programs, including the net cost (i.e., total cost less revenues generated by the activities). The net costs illustrate the financial benefit that was provided to the Bureau by this function.

	<u>Total Cost of Services</u>		<u>Net Benefit of Services</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Culture and recreation	<u>\$ 5,186,521</u>	<u>\$ 4,917,478</u>	<u>\$(4,985,870)</u>	<u>\$(4,778,178)</u>
Economic development	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$(250,000)</u>	<u>\$(250,000)</u>

The Bureau's Funds

The following schedule presents a summary of the special revenue funds and expenditures for the years ended December 31, 2017 and 2016. Also presented on the schedule is the amount and percentage of increase or decrease from amounts for the year ended December 31, 2017.

	<u>Totals</u>		<u>Change from 2016</u>	<u>% Variance</u>
	<u>2017</u>	<u>2016</u>		
Revenues:				
Occupancy tax	\$ 6,865,145	\$ 5,792,836	\$ 1,072,309	18.51%
Interest and dividends	43,787	17,720	26,067	147.10%
Gift shop	62,915	63,020	(105)	-0.17%
Cooperative advertising	137,736	76,280	61,456	80.57%
Proceeds from sale of assets	-	517	(517)	100.00%
Miscellaneous	1,857	1,988	(131)	-6.59%
Total revenues	<u>\$ 7,111,440</u>	<u>\$ 5,952,361</u>	<u>\$ 1,159,079</u>	19.47%
Expenditures:				
Advertising, sales and promotions	\$ 2,427,139	\$ 2,310,427	\$ 116,712	5.05%
Personnel services	1,308,387	1,255,989	52,398	4.17%
Payroll taxes	95,149	93,201	1,948	2.09%
Employee benefits	249,227	215,724	33,503	15.53%
Accounting	18,910	18,500	410	2.22%
Automobile	12,742	11,469	1,273	11.10%
Building maintenance	165,864	195,287	(29,423)	-15.07%
Equipment contracts	117,345	115,474	1,871	1.62%
Gift shop	34,256	32,894	1,362	4.14%
Insurance-general	104,239	95,782	8,457	8.83%

(continued on next page)

	Totals		Change from 2016	% Variance
	2017	2016		
Legal/professional fees	55,662	29,014	26,648	91.85%
Miscellaneous	8,369	2,111	6,258	296.45%
Office	33,514	31,757	1,757	5.53%
Utilities	37,476	37,347	129	0.35%
Vending	937	458	479	104.59%
Grants	357,350	305,670	51,680	16.91%
Capital outlay	65,874	17,657	48,217	273.08%
Intergovernmental	250,000	250,000	-	0.00%
Bond retirement	140,000	135,000	5,000	3.70%
Interest expense	79,270	84,677	(5,407)	-6.39%
Total expenditures	\$ 5,561,710	\$ 5,238,438	\$ 323,272	6.17%

Revenue:

- Occupancy tax increased 18.51% due to increased occupancy from prior year with the addition of new hotels and an increase due to the effects of Hurricane Harvey in the fall of 2017.
- Interest and dividends increased 147.10% due to increased cash balances and higher interest rates.
- Cooperative advertising increased by 80.57% due to funds received from the Gulf Tourism & Seafood Funding.

Expenses:

- Advertising, sales and promotions increased 5.05% due to an increase in media and outdoor advertising expenditures relating to the Gulf Tourism & Seafood Funding with the launch of a Houston cable and billboard campaign; and increased tradeshow and travel costs with the addition of several media mission opportunities including New York and the UK.
- Employee benefits increased 15.53% due to increased insurance rates with extended health coverage and new staff.
- Building maintenance decreased 15.07% due to 2016 projects to replace carpet and repainting of interior of the Visitors Center.
- Legal and professional increased 91.85% due to professional services for sales staff training and festival consulting services.
- Miscellaneous increased 296.45% due to service fees relating to a sales force research tool for event planning contracts.

- Grants increased 16.91% due to events to celebrate the City of Lake Charles' sesquicentennial anniversary and the sponsorship of the Lake Charles Symphony program; and a cooperative endeavor agreement with a major event, the Louisiana Pirate Festival.
- Capital outlay increased 273.08% which relates to the addition of a new vehicle, camera system, and outdoor topiary.

Significant Budget Variances

Over the course of the year, the Bureau revised the special revenue fund budget one time. These amendments were done mid-year primarily as a response to the dissolution of the National Hurricane Museum Science Center Project; offset by increased revenue due to new properties. These amendments decreased budgeted revenues by \$177,700 and decreased budgeted expenditures by \$187,735.

A list of the major changes from the original budget and explanations for those changes are as follows:

Revenues:

Increase of \$154,600 Occupancy Tax Revenue due to increased occupancy tax collections primarily due to increased properties coming online.

Decrease of \$3,000 Cooperative Advertising due to reduced participation in sponsorship of advertising printed piece.

Increase of \$5,600 Gift Shop Revenue relates to increased sales at the Visitor's Center and Creole Nature Trail Adventure Point Satellite Office.

Increase Interest & Dividend income \$20,500 due to increased cash balances with higher interest rates.

Expenses:

Decrease of Economic Development of \$250,000 due to dissolution of the National Hurricane Museum and Science Center Project.

Increase of Building Maintenance \$49,000 for increased cost for exterior painting, janitorial fees and other building projects.

Increase of Group Insurance \$9,000 for increased health insurance premiums with new coverage offering and new staff.

Increase of \$4,000 Gift Shop relates to increased visitor sales at the Visitors Center and Creole Nature Trail Adventure Point Satellite Office.

Capital Assets

At the end of December 31, 2017 and 2016, the Bureau had \$4,069,409 and \$4,164,724, respectively, in capital assets. See Note 3 for additional information about changes in capital assets during the year. The following table provides a summary of capital asset activity:

	Capital Assets (net of depreciation)	
	<u>2017</u>	<u>2016</u>
Land and construction in progress	\$ 403,260	\$ 403,260
Building	3,546,988	3,660,067
Transportation equipment	41,064	38,276
Furniture and fixtures	<u>78,097</u>	<u>63,121</u>
	<u>\$ 4,069,409</u>	<u>\$ 4,164,724</u>

Long-Term Debt

At the end of the fiscal year, the Bureau had total bonded debt outstanding of \$1,970,000, a decrease of \$140,000 from last year as follows:

	Outstanding Debt at Year-End	
	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Revenue bonds (backed by specific tax and fee revenues)	<u>\$ 1,970,000</u>	<u>\$ 2,110,000</u>

See Note 4 for additional information.

Economic Factors

The hotel occupancy revenue benefited from the addition of a new hotel properties, as well as increased occupancy due to the effects of Hurricane Harvey in the fall of 2017.

Contacting the Bureau's Financial Management

This financial report is designed to provide our citizens and taxpayers with a general overview of the Bureau's finances and to show the Bureau's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Bureau's office at 1205 North Lakeshore Drive; Lake Charles, Louisiana.

Shelley Johnson, Executive Director

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF NET POSITION
December 31, 2017

ASSETS	
CURRENT ASSETS	
Cash and cash equivalents	\$ 7,440,007
Investments	370,375
Accounts receivable	511,388
Interest receivable	6,501
Prepaid expenses	<u>42,403</u>
Total current assets	<u>8,370,674</u>
NONCURRENT ASSETS	
Capital assets not being depreciated:	
Land	403,260
Capital assets, net of accumulated depreciation	<u>3,666,149</u>
Total noncurrent assets	<u>4,069,409</u>
Total assets	<u>12,440,083</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>500,000</u>
CURRENT LIABILITIES	
Accounts payable	454,057
Accrued liabilities	56,374
Accrued interest	31,799
Deferred compensation benefits	<u>370,375</u>
Total current liabilities	<u>912,605</u>
NONCURRENT LIABILITIES	
Bonds payable:	
Due in one year	145,000
Due in more than one year	1,825,000
Cooperative endeavor agreement:	
Due in one year	250,000
Due in more than one year	<u>250,000</u>
	<u>2,470,000</u>
DEFERRED INFLOWS OF RESOURCES	<u>-</u>
NET POSITION	
Net investment in capital assets	2,099,409
Unrestricted	<u>7,458,069</u>
Total net position	<u>\$ 9,557,478</u>

The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF ACTIVITIES
Year Ended December 31, 2017

	<u>Expenses</u>	<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Total Net Revenue (Expense)</u>
Governmental activities:				
Culture and recreation	\$ 5,186,521	\$ 62,915	\$ 137,736	\$ (4,985,870)
Economic development	250,000	-	-	(250,000)
Interest on long-term debt	<u>79,270</u>	<u>-</u>	<u>-</u>	<u>(79,270)</u>
Total governmental activities	<u>\$ 5,515,791</u>	<u>\$ 62,915</u>	<u>\$ 137,736</u>	(5,315,140)
General revenues:				
Occupancy tax				6,865,145
Interest				43,787
(Loss) on sale of assets				(1,233)
Miscellaneous				<u>1,856</u>
Total general revenues				<u>6,909,555</u>
Change in net position				1,594,415
Net position - beginning				<u>7,963,063</u>
Net position - ending				<u>\$ 9,557,478</u>

The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

BALANCE SHEET - GOVERNMENTAL FUNDS

December 31, 2017

ASSETS

Cash and cash equivalents	\$ 7,440,007
Investments	370,375
Accounts receivable	511,388
Interest receivable	6,501
Prepaid expenses	<u>42,403</u>
Total assets	<u>\$ 8,370,674</u>

LIABILITIES AND FUND EQUITY

Liabilities:

Accounts payable	\$ 454,057
Accrued liabilities	56,374
Accrued interest	31,799
Deferred compensation benefit	<u>370,375</u>
Total liabilities	<u>912,605</u>

Fund equity:

Fund balance:	
Committed	4,119,932
Unassigned	<u>3,338,137</u>
Total fund equity	<u>7,458,069</u>

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

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

Land and construction in progress	403,260
Capital assets, net of \$1,153,865 accumulated depreciation	<u>3,666,149</u>
	4,069,409

Deferred outflows of resources are not available to pay current period expenditures, and therefore, are not reported in the government funds

500,000

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

(2,470,000)

Net position of government activities

\$ 9,557,478

The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
GOVERNMENTAL FUNDS
Year Ended December 31, 2017

Revenues:	
Occupancy tax	\$ 6,865,145
Deepwater Horizon Grant	100,000
Interest, dividends	43,787
Gift shop	62,915
Advertising revenues	37,736
Miscellaneous	1,857
Total revenues	<u>7,111,440</u>
Expenditures:	
Current:	
Culture and recreation	5,026,566
Economic development	250,000
Capital outlay	65,874
Debt service:	
Principal	140,000
Interest	79,270
Total expenditures	<u>5,561,710</u>
Excess of revenues over expenditures	1,549,730
Fund balance - beginning	<u>5,908,339</u>
Fund balance - ending	<u>\$ 7,458,069</u>

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SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
GOVERNMENTAL FUNDS

Year Ended December 31, 2017

(Continued)

Reconciliation of the change in fund balances -
total governmental funds to the change in net
position of governmental activities:

Net change in fund balances-total governmental funds \$ 1,549,730

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

Governmental funds report capital outlay while
governmental activities report depreciation
expense to allocate those expenditures over
the life of the assets:

Capital asset purchases capitalized	65,874
Depreciation expense	(159,955)
Loss on sale of asset	(1,234)

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 position.

Bond principal payments	<u>140,000</u>
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Change in net position of governmental activities	<u>\$ 1,594,415</u>
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The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF NET POSITION - FIDUCIARY FUNDS
December 31, 2017

ASSETS

Investments	<u>\$ 989,266</u>
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LIABILITIES

Deferred compensation benefits	<u>\$ 989,266</u>
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The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - FIDUCIARY FUNDS
Year Ended December 31, 2017

ADDITIONS	
Employee and employer contributions	\$ 95,666
Net appreciation in fair value of investments	<u>106,650</u>
Total additions	202,316
DEDUCTIONS	
	<u>-</u>
Change in net position	202,316
Net position held in agency funds:	
Beginning of year	<u>786,950</u>
End of year	<u>\$ 989,266</u>

The accompanying notes are an integral part of these statements.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The financial statements of the Southwest Louisiana Convention and Visitors Bureau have been prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Bureau's more significant accounting policies are described below.

A. NATURE OF BUSINESS

The operations of the Southwest Louisiana Convention and Visitors Bureau are to promote conventions and tourism in the Calcasieu Parish area.

B. REPORTING ENTITY

The Southwest Louisiana Convention and Visitor's Bureau was created in 1972 by an Act of the Louisiana Legislature. That Act was amended and reenacted by Act 47 to create the Bureau as a political subdivision of the State of Louisiana effective for 1997 with the purpose of promoting conventions and tourism in the Calcasieu Parish area. During 2000 the Louisiana Legislature increased the seven person governing board to an eleven person Board of Directors. The following governmental bodies appoint members to and are represented on the Board:

Calcasieu Parish Police Jury-six members
The City of Lake Charles-three members
West Calcasieu Community Center Authority-one member
The City of Sulphur-one member

The financial statements of the Bureau include all operations and activities of the Bureau under control and authority of the Board of Directors and it was determined that no other agency should be included in this reporting entity.

C. BASIS OF PRESENTATION

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The Statement of Net Position and the Statement of Activities report financial information for the Bureau as a whole. However, the Statement of Activities reports the expense of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) grants received from state and local governments used to promote Southwest Louisiana; and (2) 4% occupancy tax revenue. These revenues are subject to externally imposed restrictions to these program uses. Other revenue sources not properly included with program revenues are reported as general revenues.

FUND FINANCIAL STATEMENTS

The Southwest Louisiana Convention and Visitors Bureau use funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The financial statements in this report are grouped into the following fund types:

One governmental fund type, a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

One fiduciary fund type, an agency fund used to account for the deferred compensation plan. Agency funds are custodial in nature and do not involve measurement of operations.

One capital project fund type, a capital project fund used to account for resources restricted, committed or assigned for capital acquisition or construction of capital facilities and other capital assets.

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus refers to what is being measured. 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 measurement made regardless of the measurement focus applied.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Therefore, governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for government funds. The primary effect of internal activity (between or within funds) has been eliminated from the government-wide financial statements.

The Bureau uses the modified accrual basis of accounting. The modified accrual basis of accounting recognizes revenues when both "measurable and available". Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Also, under the modified accrual basis of accounting, expenditures are recorded when the related fund liability is incurred.

Major revenue sources susceptible to accrual include: occupancy tax, interest, dividends, and intergovernmental revenue.

The Bureau's records are maintained on a modified accrual basis of accounting, utilizing the following practices:

Revenues:

Revenues collected in the current period that was measurable and available as net current assets of the prior period are adjusted out of current revenue. Uncollected revenues that are measurable and available as net current assets of the current period are recognized as revenue.

Expenditures:

Expenditures are adjusted to record in the current period only those expenditures for which the related fund liability was incurred in the current period.

Advertising:

The Bureau elects to expense advertising cost as incurred. The advertising cost for the year ended December 31, 2017 amounted to \$2,427,139.

Pervasiveness of estimates:

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

Deferred outflows of resources and deferred inflows of resources:

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

Net position flow assumption:

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

E. BUDGETS AND BUDGETARY ACCOUNTING

The Director and the budget committee submit to the Board of Directors a proposed budget prior to the beginning of the fiscal year. The operating budget includes proposed expenditures and the means of financing them.

After a complete review the budget is approved. The Board must approve any revisions. Formal budgetary integration is employed as a management control device during the year. All budgetary appropriations lapse at the end of each fiscal year.

During the year ended December 31, 2017, budgeted amounts for revenues were increased \$177,700 and expenditures were decreased \$187,735. The major part of the revenue increase is represented by increased occupancy from prior year with the addition of new hotels and an increase due to the effects of Hurricane Harvey in the fall of 2017. The major part of the expenditure decrease is related to the dissolution of the National Hurricane Museum & Science Center Project. Encumbrance accounting is not used.

F. DEPOSITS AND INVESTMENT DEPOSITS

DEPOSITS

Deposits include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Bureau.

State statutes authorize the Bureau to invest in obligations of the US Treasury, US Government Agencies, or time certificates of deposit of state banks organized under the laws of Louisiana and national banks having the principal office in the State of Louisiana, as stipulated in R.S. 39:1271, or any other federally insured investment. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana which generates a local government investment pool. Investments in LAMP at December 31, 2017 totaled \$1,773,864.

Credit Risk. Deposits in excess of federally insured amounts are required by Louisiana state statute to be protected by collateral of equal market value. Authorized collateral includes general obligations of the U.S. government, obligations issued or guaranteed by an agency established by the U.S. government, general obligation

bonds of any state of the U.S., or of any Louisiana parish, municipality, or school district. The Bureau's bank demand and time deposits at the end were entirely covered by federal depository insurance or by pledge of securities owned by the financial institution in the Bureau's name.

The deposits at December 31, 2017 are as follows:

December 31, 2017	<u>Demand Deposits</u>
Carrying amount	\$ <u>5,665,793</u>
Bank balances:	
a. Federally insured	\$ 2,597,568
b. Collateralized by securities held by the pledging financial institution	3,314,278
c. Uncollateralized and uninsured	<u>-</u>
Total bank balances	\$ <u>5,911,846</u>

INVESTMENTS

As of December 31, 2017, the Bureau had the following investments and maturities.

<u>Investment Type</u>	<u>Investment Maturities (in Years)</u>	
	<u>Fair Value</u>	<u>Less Than 1</u>
Merrill Lynch-mutual fund portfolio	\$ 370,375	\$ 370,375

Interest Rate Risk. The Bureau does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk. The Bureau's investments program is limited to purchases of securities issued or guaranteed by the U.S. Government and its agencies.

G. CAPITAL ASSETS AND DEPRECIATION

The accounting and reporting treatment applied to capital assets associated with a fund are determined by their measurement focus. General capital assets are recorded as expenditures in the governmental funds and capitalized. The valuation basis for general capital assets are historical cost, or what historical cost is not available, estimated historical cost based on replacement cost. The minimum capitalization threshold is any individual item with a total cost greater than \$1,000.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings	15 to 40 years
Improvements, other than building	5 to 40 years
Machinery and equipment	3 to 15 years
Furniture and fixtures	3 to 10 years

H. COMPENSATED ABSENCES

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

The cost of current leave and sick pay are recognized as current year expenditures when leave is actually taken. Vacation pay does not accrue from year to year. Sick pay can accrue up to 30 days from year to year.

I. BAD DEBTS

No reserve for uncollectible receivables had been recorded as of December 31, 2017, as all receivables were considered collectible.

J. INTERFUND ACTIVITY

Interfund activity is reported as either loans, reimbursements or transfers. Loans are reported as Interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefitting fund and reduces its related cost as a reimbursement. All other Interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

K. ACCOUNTS RECEIVABLE

Accounts receivable consist primarily of uncollected occupancy tax assessments.

Note 2. Lease Agreement

The Bureau occupies property it has leased through a joint service agreement with the City of Lake Charles. The agreement provides the Bureau use of the land at no cost.

Note 3. Capital Assets

Capital asset activity for the year ending December 31, 2017 was as follows:

	<u>Balance</u> <u>1/1/17</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12/31/17</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 403,260	\$ -	\$ -	\$ 403,260
Capital assets being depreciated:				
Building and grounds	4,348,303	-	6,200	4,342,103
Furniture and equipment	291,487	42,035	1,000	332,522
Transportation equipment	<u>121,549</u>	<u>23,839</u>	<u>-</u>	<u>145,388</u>
Total capital assets being depreciated	<u>4,761,339</u>	<u>65,874</u>	<u>7,200</u>	<u>4,820,013</u>
	<u>Balance</u> <u>1/1/17</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12/31/17</u>
Less accumulated depreciation:				
Building and grounds	688,236	111,846	4,967	795,115
Furniture and equipment	228,366	27,059	1,000	254,425
Transportation equipment	<u>83,274</u>	<u>21,050</u>	<u>-</u>	<u>104,324</u>
Total accumulated depreciation	<u>999,876</u>	<u>159,955</u>	<u>5,967</u>	<u>1,153,864</u>
Total capital assets being depreciated, net	<u>3,761,463</u>	<u>(94,081)</u>	<u>1,233</u>	<u>3,666,149</u>
Government activities capital assets, net	<u>\$ 4,164,723</u>	<u>\$ (94,081)</u>	<u>\$ 1,233</u>	<u>\$ 4,069,409</u>

Depreciation expense of \$159,955 was charged to culture and recreation.

Noncurrent Liabilities

Bonds payable is comprised of the following at December 31, 2017:

Louisiana Local Government Environmental Facilities and Community Development Authority Revenue Bonds Series 2013 payable to Argent Trust Company in the original amount of \$2,500,000 bearing 3.874%, payable semi-annually on August 1 (interest) and February 1 (principal and interest) each year.	<u>\$ 1,970,000</u>
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Summary of changes in bonds payable:

	Balance <u>12/31/16</u>	<u>Additions</u>	<u>Retirements</u>	Balance <u>12/31/17</u>	Due Within One <u>Year</u>
LCDAs Revenue Bonds Series					
2013	<u>\$ 2,110,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>	<u>\$ 1,970,000</u>	<u>\$ 145,000</u>

Note 4. Annual Debt

Annual debt service requirements to maturity of the bonds are as follows:

<u>Year Ending December 31</u>	<u>LCDAs Revenue Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2018	\$ 145,000	\$ 73,509
2019	155,000	67,698
2020	155,000	61,693
2021	165,000	55,495
2022	170,000	49,006
2023-2027	965,000	138,011
2028-2032	<u>215,000</u>	<u>4,165</u>
Total	<u>\$ 1,970,000</u>	<u>\$ 449,578</u>

Cooperative endeavor agreements are comprised of the following at December 31, 2017:

The Bureau is a party to a cooperative endeavor agreement with several other local government bodies and private enterprises toward the construction of the Interstate 210/Cove Lane Project. The Bureau's total commitment to the project is \$1,250,000. At December 31, 2017, the second installment of \$250,000 is reflected in intergovernmental expense and accounts payable. The Bureau is committed to contribute an

additional \$500,000 in equal \$250,000 installments from 2018-2019. The remaining commitment of \$500,000 is included as a noncurrent liability that is offset by a corresponding deferred outflow in the Bureau's Statement of Net Position.

Note 5. Compensation for Board of Directors

The Board of Directors received no compensation for the year ended December 31, 2017.

Note 6. Equity

The Southwest Louisiana Convention and Visitors Bureau in accordance with GASB No. 54, classifies governmental fund balances as follows:

Non-spendable -

includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.

Restricted -

includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained or due to constitutional provisions or enabling legislation.

Committed -

includes fund balance amounts that are constrained for specific purposes which are internally imposed by the government through formal action of the highest level of decision making authority (the Board of Directors) and does not lapse at year end. Formal action by the same authority is required to rescind such a commitment.

Assigned -

includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Executive Director.

Unassigned -

includes positive fund balance which has not been classified within the above mentioned categories.

The Bureau requires restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the government would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Board of Directors has committed fund balances to provide for the following projects:

Vehicle fund	\$ 41,615
Bond retirement fund	382,862
Major expenditure fund	200,552
Sports	140,860
Emergency operations fund	2,351,103
Sports project	<u>1,002,940</u>
	<u>\$ 4,119,932</u>

The Bureau has a formal minimum fund balance policy.

Net Position

Net position is displayed in three components:

- a. Net investment in capital assets - 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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (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 - Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

Note 7. Occupancy Tax

Act 47 of the Louisiana Legislature authorized the Southwest Louisiana Convention and Visitors Bureau to levy and collect a 4% tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within its jurisdiction. The jurisdiction of the Bureau is composed of all the territory in Calcasieu Parish. The proceeds of the tax shall be used by the Bureau for the operation of the Bureau, and for the purpose of attracting conventions and tourists into the area, and jurisdiction of the Bureau including, but not limited to, the authority to spend money for advertising, promotion, and publication of information, or for any other purpose generally or specifically authorized for occupancy taxes in the parish by this Act 47 or by any local, special, or general law.

Note 8. Accounts Receivable

Accounts receivable balances are comprised of occupancy tax amounts collected in 2017 but remitted to the Bureau in January and February of 2017. Total occupancy tax receivable for 2017 is \$508,017.

Note 9. Deferred Compensation Plan

The Bureau offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Bureau employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

Voya Financial is managing the 457 plan. The employee makes the choice of the investment options for the Section 457 plan.

A model Rabbi trust agreement has been established for Shelley Johnson, Executive Director. This plan is a nonqualified deferred compensation plan.

Note 10. Fair Value

The Bureau categorizes its fair value measurements with the fair value hierarchy established by generally accepted accounting principles. The Bureau had the following recurring fair value measurements as of December 31, 2017:

Governmental Activities

Investments reported at fair value in the Bureau's governmental activities consist of investments held by the model Rabbi trust described in Note 10. The investments are shown as assets on the Bureau's Statement of Net Position and Balance Sheet along with corresponding liabilities on each statement as they are held on behalf of the trust's beneficiary. The investments consist of money market and mutual funds. Money market investments of \$30,762 are not subject to fair value measurement. The remainder of the balance consists of mutual funds which are traded on active markets and are considered level 1 investments.

Investments by Fair Value Level	12/31/2017	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Units (Level 3)
Mutual funds:				
World Allocation funds	\$ 100,990	\$ 100,990	\$ -	\$ -
Large Value funds	33,289	33,289	-	-
Large Blend funds	28,065	28,065	-	-
Bond funds	<u>177,269</u>	<u>177,269</u>	<u>-</u>	<u>-</u>
	<u>\$ 339,613</u>	<u>\$ 339,613</u>	<u>\$ -</u>	<u>\$ -</u>

Fiduciary Activities

Investments reported at fair value on the Bureau's Statement of Net Position - Fiduciary Funds consist of investments held by the Bureau's 457 plan, described in Note 10, on behalf of its employees. The investments are not included on the Bureau's basic financial statements and instead are shown on its fiduciary statements. The investments consist entirely of mutual funds which are traded on active markets and are considered level 1 investments.

Investments by Fair Value Level	12/31/2017	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Units (Level 3)
Mutual funds:				
Large Cap Growth funds	\$ 494,885	\$ 494,885	\$ -	\$ -
Large Cap Value funds	35,045	35,045	-	-
Mid Cap Growth funds	12,612	12,612	-	-
Mid Cap Value funds	18,933	18,933	-	-
Mid Cap Blend funds	624	624	-	-
Small Cap Growth funds	9,199	9,199	-	-
Small Mid Growth funds	1,095	1,095	-	-
Large Cap Blend funds	18,684	18,684	-	-
Small Cap Blend funds	4,196	4,196	-	-
World Large Stock funds	79,324	79,324	-	-
Bonds funds	174,705	174,705	-	-
Technology funds	2,517	2,517	-	-
Diversified Emerging Markets funds	7,987	7,987	-	-
Fixed Account funds	<u>129,460</u>	<u>129,460</u>	-	-
	<u>\$ 989,266</u>	<u>\$ 989,266</u>	<u>\$ -</u>	<u>\$ -</u>

Note 12. Subsequent Events

Subsequent events have been evaluated through June 27, 2018, the date the financial statements were available to be issued.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

REQUIRED SUPPLEMENTARY INFORMATION

December 31, 2017

Required supplementary information includes financial information and disclosures that are required by GASB and are not considered a part of the basic financial statements. Such information includes:

- Budgetary comparison schedules - Special Revenue Fund

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
 GOVERNMENTAL FUND TYPES - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
 SPECIAL REVENUE

Year Ended December 31, 2017

	Budgeted Amounts		Actual	Favorable (Unfavorable)
	Original	Final		
Revenues:				
Occupancy tax	\$ 5,868,660	\$ 6,023,260	\$ 6,865,145	\$ 841,885
Deepwater Horizon grant	100,000	100,000	100,000	-
Interest, dividends	11,500	32,000	43,787	11,787
Gift shop	55,440	61,040	62,915	1,875
Advertising revenues	42,500	39,500	37,736	(1,764)
Miscellaneous	1,200	1,200	1,857	657
Total revenues	<u>6,079,300</u>	<u>6,257,000</u>	<u>7,111,440</u>	<u>854,440</u>
Expenditures:				
Current:				
Culture and recreation	5,560,300	5,622,565	5,026,566	595,999
Economic development	500,000	250,000	250,000	-
Capital outlay	82,500	82,500	65,874	16,626
Debt service:				
Principal	224,000	224,000	140,000	84,000
Interest	-	-	79,270	(79,270)
Total expenditures	<u>6,366,800</u>	<u>6,179,065</u>	<u>5,561,710</u>	<u>617,355</u>
Net change in fund balance	(287,500)	77,935	1,549,730	1,471,795
Fund balances - beginning	<u>5,908,339</u>	<u>5,908,339</u>	<u>5,908,339</u>	<u>-</u>
Fund balances - ending	<u>\$ 5,620,839</u>	<u>\$ 5,986,274</u>	<u>\$ 7,458,069</u>	<u>\$ 1,471,795</u>

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER
PAYMENTS TO EXECUTIVE DIRECTOR
Year Ended December 31, 2017

Agency Head Name: Shelley Johnson, Executive Director

Purpose	<u>Amount</u>
Salary	\$ 207,792
Benefits - insurance	18,154
Benefits - retirement	12,000
Vehicle provided by government	2,043
Travel	1,998
Registration fees	729
Conference travel	8,654
Continuing professional education	945

INDEPENDENT AUDITORS' 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*

Board of Directors
Southwest Louisiana Convention and Visitors Bureau
Lake Charles, 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 of the Southwest Louisiana Convention and Visitors Bureau as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Southwest Louisiana Convention and Visitors Bureau's basic financial statements, and have issued our report thereon dated June 27, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Southwest Louisiana 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 the Southwest Louisiana Convention and Visitors Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Southwest Louisiana Convention and Visitors 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 Southwest Louisiana 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*.

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.

This report is intended for the information and use of the Board of Directors, management, federal agencies and the Legislative Auditor of the State of Louisiana. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

McElroy Quirk & Benach

Lake Charles, Louisiana
June 27, 2018

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

SCHEDULE OF FINDINGS AND RESPONSES
Year Ended December 31, 2017

No findings to report.

SOUTHWEST LOUISIANA CONVENTION AND VISITORS BUREAU

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended December 31, 2017

No findings to report.

08444 000 AGREED UPON PROCEDURES 12/31/2017 CVB AUP REPORT

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of the Southwest Louisiana Convention and Visitors Bureau
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the Southwest Louisiana Convention and Visitors Bureau (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, 2017 through December 31, 2017. 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*. 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 as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

- a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget

No exceptions noted.

- 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.

No exceptions noted.

- c) **Disbursements**, including processing, reviewing, and approving

No exceptions noted.

- d) **Receipts**, including receiving, recording, and preparing deposits

No exceptions noted.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

No exceptions noted.

- 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

No exceptions noted.

- 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, and (5) monitoring card usage

No exceptions noted.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

No exceptions noted.

- 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. Note: Ethics requirements are not applicable to nonprofits.

No exceptions noted.

- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

No exceptions noted.

Board (or Finance Committee, if applicable)

2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

No exceptions noted.

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

No exceptions noted.

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

No exceptions noted.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

No exceptions noted.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

No exceptions noted.

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

No exceptions noted.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

No exceptions noted.

Collections

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

No exceptions noted.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not

bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement. For each cash collection location selected:*

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

No exceptions noted.

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

No exceptions noted.

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

We noted seven instances of daily deposits that totaled \$421 at one location and 11 instances that totaled \$687.35 at a second location that were deposited more than one day after collection. These collections were related to the entity's "gift shop" operations. See Appendix 1 for the number of days from receipt to deposit for each of those collections.

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

No exceptions noted.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

No exceptions noted.

Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

No exceptions noted.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

No exceptions noted.

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

No exceptions noted.

- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

No exceptions noted.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

No exceptions noted.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

No exceptions noted.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

No exceptions noted.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

No exceptions noted.

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

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

No exceptions noted.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]

No exception noted.

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

No exceptions noted.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased)

No exceptions noted.

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

No exceptions noted.

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

No exceptions noted.

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

No exceptions noted.

- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No exceptions noted.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

No exceptions noted.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.

No exceptions noted.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

No exceptions noted.

b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

No exceptions noted.

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

No exceptions noted.

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

No exceptions noted.

c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No exceptions noted.

d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted.

Contracts

20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

No exceptions noted.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

No exceptions noted.

- b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

- If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

No exceptions noted.

- If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

No exceptions noted.

- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

No exceptions noted.

- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

No exceptions noted.

- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

No exceptions noted.

Payroll and Personnel

22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

No exceptions noted.

- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

No exceptions noted.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions noted.

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

No exceptions noted.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

No exceptions noted.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

No exceptions noted.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

No exceptions noted.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

No exceptions noted.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

No exceptions noted

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

Not applicable.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

No exceptions noted.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Not applicable.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Not applicable.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

No exceptions noted.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

No exceptions noted.

Management's Response and Corrective Action

Management's response and corrective action plan for exceptions noted in the above agreed-upon procedures:

a) **Collections:** Procedure 6(c)

In response to the independent auditors' noted exception stating that seven instances of daily deposits that totaled \$421 at one location and 11 instances that totaled \$687.35 at the other location; it should be noted that although deposits were not made within one day of collection, the deposits made follow the guidelines set forth by our Financial Procedure and Internal Control Policy approved by the CVB Board of Directors. This policy states:

Receipts will be deposited each day unless the total collections are under \$500. In this instance, a weekly deposit will be made by the Finance/Administrations Assistant. All collections are locked in a secure location until the deposit is to be sent to the bank.

No daily deposit in the testing period exceeded the \$500 minimum collections to require daily depositing. Management has determined that requiring daily deposits are not financially feasible due to the minimal gift shop collection receipt totals operating with a small accounting staff.

No corrective action will be taken.

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 LLA as a public document.

Mr. Elroy Quirk + Benoit

Lake Charles, Louisiana
June 27, 2018

Southwest Louisiana Convention and Visitors Bureau
Appendix 1

Location 1

Date Received per Receipt	Amount	Date Deposited per Bank Stamp and Deposit Receipt	Days Lapsed
11/1/2017	\$ 61.33	11/9/2017	8
11/2/2017	22.04	11/9/2017	7
11/3/2017	52.61	11/9/2017	6
11/4/2017	54.41	11/9/2017	5
11/5/2017	117.79	11/9/2017	4
11/6/2017	2.64	11/9/2017	3
11/7/2017	110.25	11/9/2017	2
	<u>\$ 421.07</u>		

Location 2

Date Received per Receipt	Amount	Date Deposited per Bank Stamp and Deposit Receipt	Days Lapsed
07/17/17	\$ 21.91	7/31/2017	14
07/18/17	52.86	7/31/2017	13
07/19/17	109.51	7/31/2017	12
07/20/17	87.72	7/31/2017	11
07/21/17	28.77	7/31/2017	10
07/22/17	19.93	7/31/2017	9
07/23/17	42.05	7/31/2017	8
07/24/17	5.32	7/31/2017	7
07/25/17	36.08	7/31/2017	6
07/26/17	101.54	7/31/2017	5
07/27/17	181.66	7/31/2017	4
	<u>\$ 687.35</u>		