

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**ANNUAL  
FINANCIAL  
REPORT**

**For the Year Ended December 31, 2017**

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**ANNUAL FINANCIAL REPORT  
For the Year Ended December 31, 2017**

**TABLE OF CONTENTS**

	<b>PAGE NO.</b>
<b>INTRODUCTORY SECTION</b>	
Management Discussion and Analysis	1
<b>FINANCIAL SECTION</b>	
Independent Auditor's Report	5
<b>GOVERNMENT WIDE FINANCIAL STATEMENTS</b>	
Statement of Net Position	8
Statement of Activities	9
<b>FUND FINANCIAL STATEMENTS</b>	
Balance Sheet -Governmental funds	10
Reconciliation of the Balance Sheet-Governmental fund to the Statement of Net Position	11
Statement of Governmental Fund Revenues, Expenditures and Changes in Fund Balance - Governmental Fund type -General Fund	12
Reconciliation of the Statement of Revenues, Expenditures and Changes In Fund Balance-Governmental Funds to the Statement of Activities	14
Combining Statement of Fiduciary Net Position - Agency Funds	15
Notes to Financial Statements	16

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**December 31, 2017**

**TABLE OF CONTENTS (CONT'D)**

	<b>PAGE NO.</b>
<b>Required Supplemental Information</b>	
Statement of Revenues, Expenditures, and changes in Fund Balance- Budget and Actual - General Fund	30
<b>Other Reports Required by <u>Government</u></b>	
<b><u>Auditing Standards</u></b>	32
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 <u>Government Auditing</u> <u>Standards</u>	33
Schedule of Findings and Questioned costs for the Year Ended December 31,2017	35
Summary Schedule of Prior Audit Findings for the Year Ended December 31, 2016	36
Corrective Action Plan for Current Year Audit Finding for the Year Ended December 31, 2017	37
<b>Other Supplemental Information</b>	
Combining Statement of Changes in unsettled deposits by fund- all agency funds	38
Schedule of Compensation, Benefits and other payments to agency heads or chief executive officer for the Year Ended December 31, 2017	39
Independent Accountant's Report on applying agreed-upon Procedures	40
Schedule of Procedures, Results, and Managements Response	41

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, La.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
For the Year Ended December 31, 2017

Our discussion and analysis of the Alexandria/Pineville Area Convention and Visitors Bureau 's financial performance provides an overview of the financial activities as of and for the fiscal year ended December 31, 2017. Please read in conjunction with the basic financial statements and the accompanying notes to financial statements.

The Management's Discussion and Analysis is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 issued in June 1999.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of a series of financial statements. The Statement of Net position and the Statement of Activities (Government-Wide Financial Statements) provide information about the activities as a whole and present a longer-term view of the Bureau's finances. The Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance-Governmental Fund (Fund Financial Statements) tell how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the operations in more detail than the government-wide financial statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Report.

**Government-Wide Financial Statements**

One of the most important questions asked about finances is "Is the Alexandria/Pineville Area Convention and Visitors Bureau as a whole 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 of the Alexandria/Pineville Area Convention and Visitors 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 net position and changes in them. You can think of net position--the difference between assets and liabilities--as one way to measure the financial health, or financial position. Over time, increases or decreases in net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, to assess the overall health of the Alexandria/Pineville Area Convention and Visitors Bureau.

**Fund Financial Statements**

The fund financial statements provide detailed information about the most significant funds--not the Alexandria/Pineville Area Convention and Visitors Bureau as a whole. Some funds are required to be established by State laws and contracts.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**

Alexandria, La.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**For the Year Ended December 31, 2017**

(continued)

The Alexandria/Pineville Area Convention and Visitors Bureau uses only the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances 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 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's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net position and the Statement of Activities) and governmental funds in the reconciliation statement.

**FINANCIAL HIGHLIGHTS**

Our financial statements provide these insights into the results of this year's operations:

- As a result of this year's operations assets exceeded liabilities by \$1,005,148 (net position).
- Total net position are comprised of the following:
  - (1) Investment in capital assets of \$37,229 including the cost of office equipment, vans, and furniture, net of accumulated depreciation.
  - (2) Unrestricted net position of \$967,919 representing the portion available to maintain the continuing obligations to citizens and creditors.
- The governmental funds reported total ending fund balance of \$995,403. Of this amount, \$995,403 was unassigned. This compares to the prior year ending fund balance – of \$1,179,640, showing a decrease of \$184,237 during the current year.
- Total spending for all government wide activities was \$1,160,494 for the year, which was \$190,311 less than the program and general revenues for these activities – \$970,183.
- The interest earned on checking accounts was \$32 for the year.  
This reflects the same as last year.

The Statement of Net position and the Statement of Activities reports only one type of activity-general governmental activities. All of the basic tourism services are reported as this type. Hotel motel taxes charged to the public finance most of these activities.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, La.

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended December 31, 2017**  
(continued)

**FINANCIAL ANALYSIS AS A WHOLE**

The Bureau's net position decreased by \$190,311 as a result of this year's operations. The overall financial position declined during the fiscal year ending December 31, 2017. Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—absorbed most of the increase this year. The balance in net position represents the accumulated results of all past years' operations. It means that if we had to pay off all of our bills today, including all of our non-capital liabilities, we would have \$1,005,148 left.

The Bureau's total revenues for the year in government wide activities were \$970,183 (46,175 in charges for program revenues and \$924,008 in general revenues and transfers). All the general revenue for 2016 and 2017 was interest income, transfers and gain on sale of assets. The total cost of all government wide programs and services was \$1,160,494 with no new programs added this year.

**Table I  
Comparative Statement of Net position  
Dec. 31, 2016  
with comparative totals for Dec. 31, 2017  
in (thousands)**

	<u>Governmental activities</u>	
	<u>2016</u>	<u>2017</u>
Current and other assets	1205	1023
Capital Assets	<u>42</u>	<u>37</u>
<b>Total Assets</b>	<u><u>1247</u></u>	<u><u>1063</u></u>
<b>Total Liabilities</b>	51	58
<b>Net position:</b>		
Capital Assets	42	37
Unrestricted	<u>1154</u>	<u>968</u>
<b>Total Net position</b>	<u><u>1196</u></u>	<u><u>1005</u></u>

**Table II  
Comparative Statement of Activities  
Dec. 31, 2016  
with comparative totals for Dec. 31, 2017  
in (thousands)**

	<u>Governmental activities</u>	
	<u>2016</u>	<u>2017</u>
<b>Expenses:</b>		
Current Gen.Gov.	<u>1128</u>	<u>1161</u>
<b>Program Revenue:</b>		
Intergovernmental	46	46
<b>General Revenues</b>	<u>928</u>	<u>924</u>
<b>Total Revenues</b>	<u>974</u>	<u>970</u>
Changes in Net position	(154)	(191)
Net position Bg year	<u>1350</u>	<u>1196</u>
<b>Net position end year</b>	<u><u>1196</u></u>	<u><u>1005</u></u>

**FINANCIAL ANALYSIS OF INDIVIDUAL FUNDS**

As we noted earlier, the Alexandria/Pineville Area Convention and Visitors Bureau uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Alexandria/Pineville Area Convention and Visitors Bureau is being accountable for the resources provided, but may also give more insight into the overall financial health

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, La.

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended December 31, 2017**  
(continued)

As the Alexandria/Pineville Area Convention and Visitors Bureau completed the year, its governmental funds reported a combined fund balance of \$995,403. This reflects a decrease of \$184,237 from last year. This decrease is primarily the result of the events and programs described within the analysis of the governmental activities.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The original expense budget for the General Fund was revised for this fiscal year. The excess spending which was not adjusted in the budget at year end:

- (1) Promotional expense was under budgeted by \$33,023.

**CAPITAL ASSETS**

Capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2017 was \$37,229.

This year there was \$34,910 of additions to capital assets. The Alexandria/Pineville Area Convention and Visitors Bureau adopted a capitalization policy during the year whereby only furniture and equipment over \$50 would be capitalized. More detailed information about the capital assets is presented in Note 5 to the financial statements.

**DEBT**

At year-end, the Alexandria/Pineville Area Convention and Visitors Bureau had no debt outstanding outside of normal operating bills.

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

The Bureau has limited discretion in setting fees and costs for services provided, the majority of which are regulated by state law. The office staff and costs have been largely stable for the past several years, and are expected to remain so.

Taking all factors into consideration, the Board's general fund balance is expected to increase by the close of 2018.

**CONTACTING FINANCIAL MANAGEMENT**

This financial report is designed to provide 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 Mrs. Cindy Leggett, P.O. Box1070 Alexandria, LA 71309 at phone number (318) 443-7049.

# Paul Dauzat, CPA

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 12359  
Alexandria, LA 71315

MEMBER  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

---

## INDEPENDENT AUDITOR'S REPORT

The Board Of Directors  
Alexandria/Pineville Area Convention & Visitors' bureau

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and each major fund and the aggregate remaining fund information of the Alexandria/Pineville Area Convention & Visitors' bureau, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Alexandria/Pineville Area Convention & Visitors' bureau basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### ***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund and the aggregate remaining fund information of the Alexandria/Pineville Area Convention & 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 1-4 and 30-31 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I 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 Supplemental Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Alexandria/Pineville Area Convention & Visitors' bureau basic financial statements. The introductory section and the required supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is other supplemental information presented for purposes of additional analysis and is not a required part of the basic financial statements. This other supplemental 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 my 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*, I have also issued my report dated June 28, 2018, on my consideration of the Alexandria/Pineville Area Convention & Visitors' bureau internal control over financial reporting and on my tests 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 my 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 Alexandria/Pineville Area Convention & Visitors' bureau internal control over financial reporting and compliance.



Paul Duzat, CPA  
Alexandria, Louisiana  
June 28, 2018

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**STATEMENT OF NET POSITION  
December 31, 2017**

	<b>GENERAL FUND</b>
<b><u>ASSETS</u></b>	
ASSETS:	
CASH AND CASH EQUIVALENTS	\$ 926,864
ACCOUNTS RECEIVABLE	75,202
DUE FROM OTHER FUNDS	23,816
CAPITAL ASSETS, NET OF ACCUMULATED DEPRECIATION	37,229
<b>TOTAL ASSETS</b>	<b>\$ 1,063,111</b>
 <b><u>LIABILITIES</u></b>	
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 8,946
ACCRUED EXPENSES	21,533
COMPENSATED ABSENCES PAYABLE	27,484
<b>TOTAL LIABILITIES</b>	<b>57,963</b>
 <b><u>NET POSITION:</u></b>	
INVESTMENT IN CAPITAL ASSETS (net of debt)	37,229
UNRESTRICTED	967,919
<b>TOTAL NET POSITION</b>	<b>\$ 1,005,148</b>

The accompanying notes are an integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2017**

**EXPENSES**

**General Government:**

Collection Expenses	\$ 14,186
Salaries and Fringe benefits	413,180
Contract Services	18,614
Legal & Professional	15,130
Dues and Subscriptions	7,604
Telephone	21,753
Equipment Rental	12,327
Insurance	15,676
Repairs And Maint.	2,436
Office Supplies	4,607
Promotional	411,523
Advertising	184,236
Depreciation	<u>39,222</u>
Total expenses	<u>1,160,494</u>

**PROGRAM REVENUES**

City Of Alexandria-Management Fees	<u>46,175</u>
Total program revenues	<u>46,175</u>

Net program revenues (1,114,319)

**GENERAL REVENUES**

Interest earned	32
Rapides Parish Hotel-Motel tax	676,693
City Of Alexandria-Downtown Tax	32,605
State of Louisiana Hotel-Motel Tax	<u>214,678</u>
Total General Revenues and Transfer	<u>924,008</u>

Change in Net Position (190,311)

**NET POSITION BEGINNING OF YEAR** 1,195,459

**NET POSITION END OF YEAR** \$ 1,005,148

The accompanying notes are an integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**BALANCE SHEET - GOVERNMENTAL FUND**  
December 31, 2017

	<b>GENERAL FUND</b>
<b><u>ASSETS</u></b>	
ASSETS:	
CASH AND CASH EQUIVALENTS	\$ 926,864
ACCOUNTS RECEIVABLE	75,202
DUE FROM OTHER FUNDS	23,816
<b>TOTAL ASSETS</b>	<b>\$ 1,025,882</b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 8,946
ACCRUED EXPENSES	21,533
TOTAL LIABILITIES	30,479
FUND BALANCES:	
UNASSIGNED	995,403
TOTAL FUND BALANCE	995,403
 <b>TOTAL LIABILITIES AND FUND BALANCES</b>	 <b>\$ 1,025,882</b>

The accompanying notes are an integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**RECONCILIATION OF THE BALANCE SHEET-GOVERNMENTAL FUND  
TO THE STATEMENT OF NET POSITION**  
December 31, 2017

Total fund balance-governmental fund (fund financial statement)		\$ 995,403
Amounts reported for governmental activities in the statement of net position (government-wide financial statements) are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.		
Cost of assets	275,198	
Accumulated depreciation	<u>(237,969)</u>	37,229
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Compensated absences	<u>(27,484 )</u>	(27,484)
Total net position of governmental activities (government-wide financial statements)		<u>\$ 1,005,148</u>

The accompanying notes are an integral part of this reconciliation.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND TYPE-GENERAL FUND  
For the year ended December 31, 2017**

**REVENUES**

Intergovernmental:	
Rapides Parish Hotel-Motel Tax	\$ 676,693
City Of Alexandria-Downtown Tax	32,605
City Of Alexandria-Management Fees	46,175
State Of Louisiana Hotel-Motel Tax Rebate	214,678
Interest Income	<u>32</u>
Total Revenues	<u>970,183</u>

**EXPENDITURES**

**CURRENT-General Government:**

Collection Expenses	14,186
Salaries and Fringe Benefits	411,418
Contract Services	18,614
Legal & Professional	15,130
Dues and Subscriptions	7,604
Telephone	21,753
Equipment Rental	12,327
Insurance	15,676
Repairs and Maint.	2,436
Office Supplies	4,607
Promotional	411,523
Advertising	<u>184,236</u>
Total Current Expenditures	1,119,510

**CAPITAL OUTLAY**

	<u>34,910</u>
Total Expenditures	<u>1,154,420</u>

(Continued)

The accompanying notes are an integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND TYPE-GENERAL FUND  
For the year ended December 31, 2017  
(CONTINUED)**

<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(184,237)
<b>OTHER FINANCING SOURCE</b> Total Other Financing Sources	<u>0</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	(184,237)
<b>FUND BALANCE, BEGINNING,</b>	<u>1,179,640</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 995,403</u>

The accompanying notes are integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**  
Alexandria, Louisiana

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2017**

Net change in fund balances-total governmental funds (fund financial statements)	\$ (184,237)
---	--------------

Amounts reported for governmental activities in the statement of activities  
(government-wide financial statements) are different because:

Governmental funds report capital outlays as expenditures in the individual fund. Government activities report depreciation expense to allocate the cost of those capital assets over the estimated useful

	34,910	
Capital outlay		
Depreciation expense	<u>(39,222)</u>	(4,312)

Some of the 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.

	<u>(1,762)</u>	
Increase in compensated absences		(1,762)

Change in net position of governmental activities (government-wide financial statements)	<hr style="width: 100%;"/> <u>\$ (190,311)</u>
---	--

The accompanying notes are an integral part of this reconciliation.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITORS BUREAU**

Alexandria, Louisiana

**COMBINING STATEMENT OF FIDUCIARY NET POSITION-AGENCY FUNDS  
December 31, 2017**

	ALEXANDRIA RIVER FRONT CENTER RESERVE FUND	RIVER FRONT CENTER OPERATING FUND	TOTAL
<b><u>ASSETS</u></b>			
Assets:			
Cash	\$ 314,043	\$ 1,415,810	\$ 1,729,853
Other Receivables		79,967	79,967
<b>Total Assets</b>	<b><u>\$ 314,043</u></b>	<b><u>\$ 1,495,777</u></b>	<b><u>\$ 1,809,820</u></b>
<b><u>LIABILITIES AND NET POSITION</u></b>			
Liabilities:			
Accounts Payable	\$ 0	\$ 11,318	\$ 11,318
Due to Other funds		23,816	23,816
Advanced Deposits		68,847	68,847
Unsettled Deposits	<u>314,043</u>	<u>1,391,796</u>	<u>1,705,839</u>
<b>Total Liabilities</b>	<b><u>314,043</u></b>	<b><u>1,495,777</u></b>	<b><u>1,809,820</u></b>
Net Position:			
<b>Total Net Position</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>

The accompanying notes are an integral part of this financial statement.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**INTRODUCTION**

The financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Bureau's accounting policies are described below.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Presentation**

The accompanying financial statements of the Bureau have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

**B. Reporting Entity**

The Alexandria/Pineville Area Convention and Visitors Bureau (formerly known as the Conventions Commission and the Rapides Parish Convention and Visitors Bureau) was a division of the Greater Alexandria-Pineville Chamber of Commerce. The Bureau became a separate legal entity, as designated by the Louisiana Legislature in Act No. 955, House Bill No. 1839 effective for September 1, 1984. The governing body was created as the Rapides Parish Tourism and Convention Commission, while the operating body was named the Rapides Parish Convention and Visitors Bureau. Through Louisiana Act No. 628, the name of the Bureau was changed during 1991 to Alexandria/Pineville Area Convention and Visitors Bureau. The purpose of the Bureau is to promote conventions and tourism and to assist with conventions in the local area. Its major source of revenue is from city and parish occupancy taxes collected by local hotels and motels. Therefore, the Bureau is dependent upon hotel/motel occupancy for its revenue.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**B. REPORTING ENTITY (contd.)**

In evaluating how to define the Bureau for financial reporting purposes, management has considered all potential component units. The decision whether or not to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. Generally, component units are legally separate organizations for which the elected officials or appointed board members of the primary government are financially accountable. Some of the criteria considered under “legally separate organization” are: the capacity for the organization to have its own name; the right for the organization to sue and be sued in its own name without recourse to the primary government; and the right to buy, sell, lease, and mortgage property in its own name. Some of the criteria used to consider “financially accountable” include: appointment of a voting majority of the organization’s governing body; ability of primary government to impose its will on the organization; whether the organization has the potential to provide specific financial benefits to, or improve specific financial burdens on the primary government; and fiscal dependence of the organization.

The Alexandria/Pineville Area Convention and Visitors Bureau operates autonomously from other parish and city agencies. Therefore, the Alexandria/Pineville Area Convention and Visitors Bureau reports as an independent reporting entity. This report includes all funds and account groups which are controlled by or dependent upon the Bureau.

**C. Fund Accounting**

The Bureau uses the 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.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**C. Fund Accounting (contd.)**

**Governmental Funds**

Governmental funds account for all or most of the Bureau's activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations of the Bureau. The fund balances are classified into five possible categories which focus on the constraints of spending. The categories are non spendable, restricted, committed, assigned and unassigned. The following are the Bureau's governmental funds:

General Fund

The General Fund, as provided by state law, is the principal fund of the Bureau and accounts for the operations for the Bureau's office. The various fees and charges due to the Bureau's office are accounted for in this fund. General operating expenditures are paid from this fund.

**Fiduciary Funds**

Fiduciary funds account for assets held on behalf of outside parties, and focuses on Net Position and changes in Net Position. The fiduciary fund includes the following:

Agency Funds

All agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations, but use the accrual basis of accounting. The Bureau maintains the following agency funds:

Alexandria Riverfront Center Reserve Fund - an agency fund whereby monies previously received from the State of Louisiana provide a reserve for the payment of operating expenses and emergency expenditures of the Alexandria Riverfront Center.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**C. Fund Accounting (contd.)**

*Agency Funds*

In the event the amount of operating revenue is insufficient for the payment of operating expenses due during the month, or the need arises to make an emergency expenditure, the Alexandria/Pineville Area Convention and Visitors Bureau and the City of Alexandria may advance the amount from the Reserve Fund to the Operating Fund. The Reserve Fund must maintain a balance of \$100,000 or the management agreement between the Bureau and the City may be terminated.

Alexandria Riverfront Center Operating Fund - an agency fund whereby monies received from the State of Louisiana and a hotel-motel city-wide tax are used for the operations of the Alexandria Riverfront Center. The Alexandria Riverfront Center is managed by the Alexandria/Pineville Area Convention and Visitors Bureau for the City of Alexandria.

**D. Measurement Focus/Basis of Accounting**

**Fund Financial Statements(FFS)**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds 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 balance reports on the sources and uses of current financial resources. The modified accrual basis of accounting is used by the fund financial statements (FFS). Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)

**D. Measurement Focus/Basis of Accounting (contd.)**

The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

The hotel motel taxes are recorded in the year in which they are earned.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available.

Substantially all other revenues are recorded when received.

**Expenditures**

Purchases of various operating supplies are recorded as expenditures in the accounting period they are purchased. Compensated absences are recognized as expenditures when leave is actually taken or the employees (or heirs) are paid for accrued leave upon retirement or death.

Salaries are recorded as expenditures when earned.

Principal and interest on general long-term debt are recognized when due.

Substantially all other expenditures are recognized when the related fund liability has been incurred.

**Other Financing Sources (Uses)**

Transfers between funds that are not expected to be repaid, sales of assets and capitalized leases are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**D. Measurement Focus/Basis of Accounting (contd.)  
Government – Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities display information about the Bureau as a whole. These statements include all the financial activities of the Alexandria/Pineville Area Convention and Visitors Bureau. It doesn't include the fiduciary funds. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and inflows of resources from exchange or exchange like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed) . Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from non-exchange transactions are recognized in accordance with the requirements of Section N50.

**Program Revenues**

Program revenues included in the Statement of Activities are derived directly from users as a fee for services and intergovernmental revenues for providing tourism services; program revenues reduce the cost of the function to be financed from general revenues.

**E. Budgetary Practice**

The proposed budget for the 2017 fiscal year was made available for public inspection at the Bureau's office in November of the prior year. The public hearing, which was for the purpose of adopting the budget was held at the Bureau's office at the same time. The Bureau follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Formal budgetary integration is employed as a management control device for the Bureau's General fund. The budget is adopted on a modified accrual basis of accounting.
2. The Bureau approves all budget line items.
3. Unused appropriations for all annual budgetary funds lapse at the end of the year.
4. The budget amounts shown in the financial statement are final authorized amounts as revised during the year.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**F. Cash and Cash Equivalents**

In the governmental fund and agency funds, cash and cash equivalents include amounts in all demand deposits, interest bearing demand deposits and time deposits with original maturities of three months or less from the date of acquisition.

**G. Investments**

If the cash deposits have original maturities greater than 90 days, they are classified as investments. Investments are stated at cost or amortized cost, except for investments in the Deferred Compensation Agency Fund which are reported at market value.

**H. Capital Assets**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Bureau maintains a threshold level of \$50 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture & Equipment	3-30 years
Vehicles	10-years

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**I. Compensated Absences**

All regular, full time employees who have been employed with the bureau for a period of one year are entitled to a vacation with pay. Such leave shall be credited at the end of each full calendar month of service according to the following schedule:

Less than 5 years of service - 8 vacation hours/month  
More than 5 years but less than 10 years - 10 vacation hours/month  
10+ years of service - 12 vacation hours/month

It is the policy of the bureau to pay terminating employees for unused vacation that has accumulated. Employees shall be allowed to carryover not more than one third of their vacation leave earned during the current calendar year to the subsequent year. Sick leave shall be credited to permanent full time employees at the following rates:

1. Credited at a rate of 8 hours for each full month of employment

Unused sick leave credited to the employee shall be carried forward to succeeding calendar years, but not to exceed (1,040) hours.

The Bureau's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**I. Compensated Absences (contd.)**

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

The entire compensated absence liability is reported on the Government-Wide Financial Statements. The current portion of the liability for compensated absences should be reported in the fund financial statements. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The non-current portion of the liability is not reported in the fund financial statements.

**J. Restricted Net Position**

For government-wide Statement of Net Position, Net Position are reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

**K. Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**L. Use of 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 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.

**2. CASH**

At December 31, 2017, the Bureau has cash and cash equivalents (book balances) totaling \$2,656,717, as follows:

	<u>General Fund</u>	<u>Other Funds</u>
Demand Deposits Including		
Interest bearing demand deposits	\$ 926,864	\$ 1,729,853
Total	<u>\$ 926,864</u>	<u>\$ 1,729,853</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by the federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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, 2017, the Bureau's general fund has \$958,742 in deposits (collected bank balances). These deposits are secured from risk by \$314,829 of federal deposit insurance and \$643,913 in pledged securities held by the 3<sup>rd</sup> party custodial bank in the name of the Bureau. The other funds had deposits(collected bank balances) of \$1,736,748 and were insured by the federal deposit insurance for \$250,000 and \$1,486,748 in pledged securities.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**2. CASH (contd.)**

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Bureau that the fiscal agent has failed to pay deposited funds upon demand. Custodial credit risk for deposits is the risk that in the event of a failure of a depository institution, the Bureau may not recover its deposits or the securities pledged as collateral by a third-party custodian. The market value of pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. At December 31, 2017, there was \$643,913 of general fund bank deposits and \$1,486,748 of agency funds which are subject to custodial credit risk.

**3. ACCOUNTS RECEIVABLES**

<u>General FUND</u>	<u>AGENCY FUNDS</u>		<u>TOTAL</u>
	<u>ALEX/RIVER FRONT OPERATING FUND</u>	<u>ALEX/RIVER FRONT reserve fund</u>	
<u>\$ 75,202</u>	<u>\$ 79,967</u>	<u>\$ 0</u>	<u>\$ 155,169</u>
<u>\$ 75,202</u>	<u>\$ 79,967</u>	<u>\$ 0</u>	<u>\$ 155,169</u>

**4. BAD DEBTS**

Uncollectible amounts due for customer receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. All amounts are considered collectible and the allowance account has not been established.

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**5. CAPITAL ASSETS**

A summary of property and equipment and accumulated depreciation at December 31, 2017 follows:

	<b>Property and Equipment</b>			
	Balance <u>12/31/16</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>12/31/17</u>
Furniture & equipment	\$ 150,590	\$ 34,910	\$ 0	\$ 185,500
Vehicles	89,698			89,698
<b>Total</b>	<u>\$ 240,288</u>	<u>\$ 34,910</u>	<u>\$ 0</u>	<u>\$ 275,198</u>

	<b>Accumulated Depreciation</b>			
	Balance <u>12/31/16</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>12/31/17</u>
Furniture & equipment	\$ 136,227	\$ 35,392	\$ 0	\$ 171,619
Vehicles	62,520	3,830	0	66,350
<b>Total</b>	<u>\$ 198,747</u>	<u>\$ 39,222</u>	<u>\$ 0</u>	<u>\$ 237,969</u>

**6. INTERFUND RECEIVABLES AND PAYABLES**

The interfund balances are primarily the result of the general fund loaning money to agency funds to temporarily cover expenses until funds are received. The following is a summary of amounts due from and due to other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General fund	River Front Center	\$ 23,816

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**7. DEFINED CONTRIBUTION PLAN**

The Bureau began a simplified employee pension plan during 1993. An employee is eligible to participate once they have been employed full time with the Bureau for a full year. The Organization contributes five percent (5%) of the employee's salary to the plan. Monthly contributions were made from the General Fund and River Front Center Fund for employees during 2017 totaling \$18,404.

**8. OPERATING LEASES**

The Bureau entered into a sixty month copier lease on April 24, 2014, at \$475 per month. The lease expense on the copier for the year was \$5,700. The organization also entered into a one year lease on office space in 2017 at \$1,724 per month. Future minimum payments on the copier and the office space are as follows:

	<u>Copier</u>	<u>Office Space</u>
2018	\$ 5,700	\$ 20,688
2019	<u>1,900</u>	<u>0</u>
Total	<u>\$ 7,600</u>	<u>\$ 20,688</u>

**9. LITIGATION AND CLAIMS**

The organization has an on going suit from a prior year for the recovery of \$22,000 of prepaid movie costs.

**10. MANAGEMENT AGREEMENT**

On May 21, 1996, the Alexandria/Pineville Area Convention and Visitors Bureau entered into a management agreement with the City of Alexandria, Louisiana, in which the Bureau agreed to act as General Manager of the business operations of the Alexandria Riverfront Center. The City agreed to maintain ownership of the Center and to provide office space for the Bureau within the Center at no additional cost to the Bureau. The Bureau is responsible for operating

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017  
(CONTINUED)**

**10. MANAGEMENT AGREEMENT (contd.)**

budgets, comprehensive staffing plans, marketing plans, rental schedules, advertising, licensing, promotional activities, public relations, and the design and implementation of a financial accounting system for the Center. The Bureau is to provide the City with monthly financial reports within twenty (20) days of the end of each month. As General Manager for the Center, the Bureau is also responsible for exercising its best efforts in minimizing operating expenses and maximizing operating revenues in good faith judgement. The City has the right to obtain information from the Bureau, upon reasonable demand, and to inspect the books and records of the Center as may be necessary to inform the City concerning the Center and its operations. This management agreement which expired on the last day of March, 2006, was automatically renewed for an additional five (5) year period. Also, this agreement may be terminated if the balance in the Alexandria Riverfront Center falls below \$100,000.

**11. ADVANCE DEPOSITS**

Advance deposits are the fees collected for activities occurring in the Riverfront Center in a subsequent fiscal year.

**12. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 28, 2018. After year end, the organization recovered the remaining balance from the litigation on the prepaid movie costs.

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITOR'S BUREAU  
Alexandria, Louisiana**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		<u>FAVORABLE (UNFAVORABLE)</u>
<b><u>REVENUE</u></b>				
Intergovernmental:				
Rapides Parish Hotel-Motel tax	\$655,000	\$655,000	\$676,693	\$21,693
City of Alexandria-Downtown Tax	29,000	29,000	32,605	3,605
City of Alexandria-Management fee	46,250	46,250	46,175	(75)
State of La. Hotel-Motel Tax Rebate	200,000	200,000	214,678	14,678
Interest Income			32	32
<b>Total Revenues</b>	<u>930,250</u>	<u>930,250</u>	<u>970,183</u>	<u>39,933</u>
<b><u>EXPENDITURES</u></b>				
<b>CURRENT-General Government</b>				
Collection Expenses	14,000	14,000	14,186	(186)
Salaries & Benefits	434,500	434,500	411,418	23,082
Contract Services	22,000	22,000	18,614	3,386
Legal & Professional	18,000	18,000	15,130	2,870
Dues & Subscriptosn	7,650	7,650	7,604	46
Telephone	22,850	22,850	21,753	1,097
Equipment rental	12,500	12,500	12,327	173
Insurance	16,000	16,000	15,676	324
Repairs & Maintenance	6,000	6,000	2,436	3,564
Office Supplies	5,000	5,000	4,607	393
Promotional	378,500	378,500	411,523	(33,023)
Advertising	190,500	190,500	184,236	6,264
<b>Total Current Expenditures</b>	<u>1,127,500</u>	<u>1,127,500</u>	<u>1,119,510</u>	<u>7,990</u>
<b>CAPITAL OUTLAY:</b>	34,000	34,000	34,910	(910)
<b>Total Expenditures</b>	<u>1,161,500</u>	<u>1,161,500</u>	<u>1,154,420</u>	<u>7,080</u>

(Continued)

The accompanying notes are an integral part of this financial statement

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITOR'S BUREAU**  
Alexandria, Louisiana

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2017**  
(CONTINUED)

	BUDGETED AMOUNTS		ACTUAL	VARIANCE
	ORIGINAL	FINAL		FAVORABLE (UNFAVORABLE)
<b>EXCESS (DEF) OF REVENUES OVER EXPENDITURES</b>	(231,250)	(231,250)	(184,237)	47,013
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating Transfers Out	0	0	0	0
<b>Total Other Financing     sources (uses)</b>	0	0	0	0
<b>Excess Of Revenues and Other Financing Sources over (Under) Expenditures and Other Financing Uses</b>	(231,250)	(231,250)	(184,237)	47,013
<b>FUND BALANCE, BEGINNING</b>	1,179,640	1,179,640	1,179,640	0
<b>FUND BALANCE, ENDING</b>	\$948,390	\$948,390	\$995,403	\$47,013

The accompanying notes are an integral part of this financial statement

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU**  
**Alexandria, Louisiana**

**OTHER REPORTS REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

The following pages contain the report on internal control structure and compliance with laws and regulations required by Government Auditing Standards issued by the Comptroller General of the United States. The paragraph on internal control structure is based solely on the audit of the general purpose financial statements and includes where appropriate, any deficiencies and/or material weaknesses. The paragraph on compliance with laws and regulations is, likewise, based solely on the audit of the general purpose financial statements and presents, where applicable, compliance matters that would be material to the general purpose financial statements.

# Paul Dauzat, CPA

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 12359  
Alexandria, LA 71315

MEMBER  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

---

## **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**

Board of Directors  
Alexandria/Pineville Area Convention & Visitors Bureau  
Alexandria, LA

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Alexandria/Pineville Area Convention & Visitors Bureau, as of and for the year ended December 31, 2017, and the related notes to the financial statements which collectively comprise the Alexandria/Pineville Area Convention & Visitors Bureau's basic financial statements and have issued my report thereon dated June 28, 2018.

### **Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I 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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Alexandria/Pineville Area Convention & Visitors Bureau's internal control. Accordingly, I do not express an opinion on the effectiveness of the Alexandria/Pineville Area Convention & 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.

My 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 that might be material weakness 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 Alexandria/Pineville Area Convention & Visitors Bureau's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.



Paul Dausat, CPA  
Alexandria, Louisiana  
June 28, 2018

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended December 31, 2017**

We have audited the financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau as of December 31, 2017 and have issued our report thereon dated June 28, 2018. We conducted our audit in accordance with United States generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of and for the year ended December 31, 2017 resulted in an unqualified opinion.

**Section I-Summary of Auditors' Reports**

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal control

Material Weaknesses \_\_\_\_\_ Yes  No      Deficiencies \_\_\_\_\_ Yes  No

Compliance

Non Compliance Material to Financial Statements \_\_\_\_\_ Yes  No

Other Matters \_\_\_\_\_ Yes  No

**Section II-Financial Statement Findings**

None

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
Alexandria, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2016**

<u>Ref No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Planned Corrective Corrective Action Taken</u>
None			

**ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU  
ALEXANDRIA, LA.**

**CORRECTIVE ACTION PLAN  
YEAR ENDED DECEMBER 31, 2017**

Auditor Ref. Number

None

Name of Contact Person: Mrs. Sherry Ellington, Executive Director  
(318) 443-7049

Date: June 28, 2017

**ALEXANDRIA/PINEVILLE AREA  
CONVENTION AND VISITOR'S BUREAU  
Alexandria, Louisiana**

**COMBINING STATEMENT OF CHANGES IN UNSETTLED DEPOSITS, BY FUND  
ALL AGENCY FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	ALEXANDRIA RIVER FRONT CENTER RESERVE FUND	RIVER FRONT CENTER OPERATING FUND	TOTAL
DEPOSIT BALANCES			
BEGINNING OF YEAR	\$313,572	\$1,185,846	\$1,499,418
ADDITIONS:			
City of Alex. city wide tax		287,568	\$287,568
Rental Charges		189,425	\$189,425
Interest	471	1,840	\$2,311
Other Deposits		9,742	\$9,742
State Tax Rebate		250,417	\$250,417
Total Deposits & additions	<u>314,043</u>	<u>1,924,838</u>	<u>2,238,881</u>
DEDUCTIONS:			
Admin Costs		217,147	217,147
Contract Labor-other		34,994	34,994
Collection Expense		5,751	5,751
Office Expense		2,667	2,667
Professional fees		4,720	4,720
Repairs & Maint		197,672	197,672
Insurance		22,499	22,499
Majnt. Contracts/security		1,563	1,563
Telephone		6,431	6,431
Advertising & promo		9,598	9,598
Capital outlay		30,000	30,000
Total Deductions		<u>533,042</u>	<u>533,042</u>
Deposit Balances, End of Year	<u>\$314,043</u>	<u>\$1,391,796</u>	<u>\$1,705,839</u>

The accompanying notes are an integral part of this financial statement

ALEXANDRIA/PINEVILLE AREA  
 CONVENTION AND VISITOR'S BUREAU  
 Alexandria, Louisiana

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
 TO AGENCY HEADS OR CHIEF EXECUTIVE OFFICER  
 FOR THE YEAR ENDED DECEMBER 31, 2017

AGENCY HEAD NAME: SHERRY ELLINGTON  
 POSITION: EXECUTIVE DIRECTOR

SALARY	\$78,500
BENEFITS- CONTRACT LABOR PAYMENTS RECEIVED	
BENEFITS - DENTAL INSURANCE	74
DEFERRED COMPENSATION (contributions made by the agency)	
BENEFITS LIFE INS	374
BENEFITS LONG TERM CARE/DISAB INS	1,098
BENEFITS RETIREMENT	3,925
CAR ALLOWANCE	10,200
VEHICLE PROVIDED BY GOVERNMENT (REPORTED W-2 AMOUNT)	
CELL PHONE	2,700
DUES	1,351
VEHICLE RENTAL	
PER DIEM	
REIMBURSEMENTS	
TRAVEL	4,382
REGISTRATION FEES	1,290
CONFERENCE TRAVEL	526
HOUSING	
TRAVEL ADVANCES	
SPECIAL MEALS	
OTHER (ON BEHALF PAYMENTS MADE BY OTHERS )	
TOTAL	\$104,420

SEE INDEPENDENT AUDITOR'S REPORT

# Paul Dauzat, CPA

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 12359  
Alexandria, LA 71315

MEMBER  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To: Board of Directors  
Alexandria/Pineville Area Convention &  
Visitors Bureau

I have performed the procedures enumerated below, which were agreed to by Alexandria/Pineville Area Convention & 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 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, I 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 results are presented in the accompanying Schedule of Procedures, Results and Managements' response where applicable.

I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my 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.



Paul Dauzat, CPA  
Alexandria, Louisiana  
June 29, 2018

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

**WRITTEN POLICIES AND PROCEDURES**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions:</p> <ul style="list-style-type: none"> <li>* Budgeting</li> <li>* Purchasing</li> <li>* Disbursements</li> <li>* Receipts</li> <li>* Payroll/Personnel</li> <li>* Contracting</li> <li>* Credit Cards</li> <li>* Travel and expense reimbursements</li> <li>* Ethics</li> <li>* Debt</li> </ul>	<p>Reviewed the entity's written policies and procedures and ascertained that they addressed the following:</p> <p style="text-align: center;">yes yes yes yes yes yes yes yes yes n/a</p>	

ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017

Agreed-Upon Procedure	Board ( or Finance Committee) Results	Managements' Response
<p>Obtain and review the board/committee minutes for the fiscal period, and:</p> <p>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.</p> <p>b) Report whether the minutes reference or included monthly budget to actual comparisons on the general fund and any funds identified as major funds in the entity prior audit ( GAAP basis ).</p> <p>If budgets are adopted that increase an existing deficit, is there a formal written plan to eliminate deficit spending and do the minutes indicate periodic monitoring of the plan?</p> <p>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.</p>	<p>Reviewed the board minutes for the year ended.</p> <p>yes</p> <p>yes</p> <p>n/a</p> <p>yes</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU**  
**STATEWIDE AGREED-UPON PROCEDURES**  
**For The Year Ended December 31, 2017**

**Bank Reconciliations**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
Obtain a listing of client bank accounts from management:	Obtained a listing of bank accounts with representation that the list was complete. Three (4) bank accounts.	
Using the listing provided by management, select a minimum of five (5) or all if less than five (5) and report whether:	Selected all four bank accounts.	
<b>a)</b> Bank reconciliations have been prepared.	yes	
<b>b)</b> Bank reconciliations include evidence that a member of management or a board member has reviewed each reconciliation.	yes	
<b>c)</b> 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.	n/a	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

Agreed-Upon Procedure	Collections Results	Managements' Response
<p>Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.</p> <p>Using the list provided by management, select a minimum of five (5) or all if less than 5 cash locations and obtain written documentation and report whether:</p> <p>a) Each person responsible for collecting cash is:</p> <ul style="list-style-type: none"> <li>* bonded</li> <li>* not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account.</li> <li>* not required to share the same cash register or drawer with another employee.</li> </ul> <p>b) 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.</p>	<p>Obtained listing which consisted of one location for collections.</p> <p>no</p> <p>no</p> <p>n/a</p> <p>yes</p>	<p>Will obtain surety insurance.</p> <p>Limited staff</p>

ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
 STATEWIDE AGREED-UPON PROCEDURES  
 For The Year Ended December 31, 2017

<b>Collections</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>c) Select the highest dollar week of cash collections from the general ledger or other accounting records during the fiscal period and:</p> <p>* Report whether the deposits were made within one day of collection.</p> <p>* Verify that daily cash collections are completely supported by documentation.</p> <p>Obtain existing written documentation and report whether the entity has a process specifically defined to determine completeness of all collections by a person who is not responsible for collections.</p>	<p>Selected highest dollar wee of cash collections which consisted of two cash collections for the year.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">no</p>	<p>Limited staff</p>

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

<b>Agreed-Upon Procedure</b>	<b>Disbursements-General Results</b>	<b>Managements' Response</b>
<p>Obtain a listing of entity disbursements from management.</p> <p>Using the disbursements population from above, randomly select 25 disbursements excluding credit card/debit card/fuel card purchases or payments. Obtain supporting documentation ( e.g. purchase requisitions, system screen logs for each transaction and report whether the supporting documentation for each transaction demonstrated that:</p> <p style="padding-left: 40px;">a) Purchases were initiating using requisition/ purchase order system.</p> <p style="padding-left: 40px;">b) Purchase orders were approved by a person who did not initiate the purchase.</p> <p style="padding-left: 40px;">c) Payments for purchases were not processed without:</p> <p style="padding-left: 80px;">* An approved requisition and/or purchase order</p> <p style="padding-left: 80px;">* A receiving report showing receipt of goods purchased.</p> <p style="padding-left: 80px;">* An approved invoice.</p> <p>Using entity documentation report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursements system.</p>	<p>Obtained a list of disbursements from disbursements journal.</p> <p>Selected 61 disbursements.</p> <p>Entity uses a check request system with approval.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">no</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">no</p> <p style="text-align: center;">46</p>	<p>Items are checked off of invoice when received.</p> <p>The entity has limited staff.</p>

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
 STATEWIDE AGREED-UPON PROCEDURES  
 For The Year Ended December 31, 2017**

<b>Disbursements-General</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
Using entity documentation report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.	no The executive director can initiate purchases and also has signatory authority.	All disbursements require 2 signatures.
Inquire of management and observe whether the supply of unused checks or blank check stock is maintained in a locked location, with access restricted to those persons that do not have signatory authority.	yes	
If a signature stamp or signature machine is used, inquire of the signer whether his or her signature and any signed checks are maintained under his or her control or is used only with the knowledge and consent of the signer.	n/a	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

**Credit Cards/Debit Cards/Fuel Cards**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
Obtain from management a listing of all active credit cards, bank debit cards and fuel cards.	Obtained a listing of credit cards and fuel cards. Selected 8 credit cards.	
Select the monthly statement or combined statement with the largest dollar activity for each card:	Selected the monthly statement with the largest dollar activity for each card.	
<p>a) Is there evidence that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.</p>	yes	
<p>b) Report whether finance charges and/or late fees were assessed on the selected statements.</p>	none	
Using the monthly statements or combined statements selected, obtain supporting documentation for all transactions for each of the cards selected.	Obtained supporting documentation for all transactions on each card.	
<p>a) Obtain supporting documentation for all transactions for each card selected by:</p>	Obtained supporting documentation for each card:	
<p>* An original itemized receipt</p>	yes	
<p>* Documentation of the business purpose.</p>	yes	
<p>* Other documentation that may be required by written policy.</p>	n/a	
<p>b) Compare the transaction's detail to the entity's written purchasing/disbursement policies and the La. Public Bid Law.</p>	yes	
<p>c) Compare the entity's documentation of the business purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution.</p>	no exceptions noted.	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

**Travel and Expense Reimbursement**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain from management a listing of all travel and related expense reimbursements, by person.</p> <p>Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration and report any amounts that exceeded the GSA rates.</p> <p>Using the listing or general ledger, select 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:</p> <p><b>a)</b> 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 entity does not have written policies, compare to the GSA rates and report each reimbursement that exceeded those rates.</p> <p><b>b)</b> Report whether each expense is supported by:</p> <ul style="list-style-type: none"> <li>* An original itemized receipt that identifies precisely what was purchased.</li> <li>* Documentation of the business purpose.</li> <li>* Other documentation as may required by written policy.</li> </ul>	<p>Obtained a listing of all travel expense reimbursements by person.</p> <p>No milage was paid.</p> <p>Selected 3 employees that incurred the largest travel costs for the year ended. Obtained the related expense documentation and selected the largest expense reimbursement for each person.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">n/a</p> <p style="text-align: center;">49</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

**Travel and Expense Reimbursement**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Compare the entity's documentation of the business 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, report the transaction as an exception.</p> <p>Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.</p>	<p>No exceptions noted.</p> <p>yes</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

**Contracts**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort for contract payments. Obtain management's representation that the list is complete.</p> <p>Select five (5) 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 contracts and payments and:</p> <p>a) Report whether there is a formal/written contract that supports the services and amount paid.</p> <p>b) Compare each contract's detail to the La. Public Bid Law or Procurement Code. Report whether each contract is subject to the La. Public Bid Law or Procurement Code.</p> <p>c) Report whether the contract was amended. Report the scope and dollar amount of any amendments and whether the contract provided for such an amendment.</p> <p>d) Select the largest payment from each of the contracts and compare the payment to the contract terms and report compliance with the terms of the contract.</p> <p>e) Obtain board minutes and report whether there is documentation of board approval.</p>	<p>Obtained a list of all contracts in effect during the fiscal period with representation that the list was complete.</p> <p>Selected five (3) contract vendors that were paid the most money during the fiscal period.</p> <p>yes</p> <p>n/a</p> <p>n/a</p> <p>Selected the largest payment from each of the 3 contracts and compared the payment.</p> <p>yes</p> <p>yes</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU**  
**STATEWIDE AGREED-UPON PROCEDURES**  
**For The Year Ended December 31, 2017**

**Payroll and Personnel**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain a listing of employees ( elected officials, if applicable) with their related salaries, and obtain management's representation that the list is complete. Randomly select 5 ( or one third if greater than 5 employees) , obtain their personnel files, and:</p> <p><b>a)</b> 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.</p> <p><b>b)</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.</p>	<p>Obtained a listing of all employees with related compensation amounts and a representation that the list was complete.            Selected 4 employees and obtain personnel files.</p> <p>yes</p> <p>yes</p>	
<p>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 one-third of employees/officials if less than 25) during the fiscal period and:</p> <p><b>a)</b> Report whether all selected employees/ officials documented their daily attendance and leave. ( if an elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave).</p> <p><b>b)</b> Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.</p>	<p>Obtained time sheets and leave records and selected a pay period in which leave had been taken by one employee.            Selected 4 employees</p> <p>yes</p> <p>yes</p> <p>52</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>c) Report whether there is written documentation that the entity maintained written leave records ( e.g. hours earned, hours used, and the balance available ) on those selected employees/officials that earn leave.</p> <p>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 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.</p> <p>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.</p>	<p style="text-align: center;">yes</p> <p>Obtained a list of terminated employees during the fiscal period and management's representation.</p> <p>Selected the two (2) largest termination payments.</p> <p style="text-align: center;">yes</p> <p>Obtained payroll tax returns and cancelled checks.</p> <p style="text-align: center;">yes</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
STATEWIDE AGREED-UPON PROCEDURES  
For The Year Ended December 31, 2017**

<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Using the five randomly selected employees/officials, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.</p> <p>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.</p>	<p>Obtained ethics training for public servants certificates of completion on 10 employees.</p> <p>none reported</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU**  
**STATEWIDE AGREED-UPON PROCEDURES**  
**For The Year Ended December 31, 2017**

**Debt Service**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.</p> <p>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.</p> <p>If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceeded 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.</p>	<p>N/A</p>	

**ALEXANDRIA/PINEVILLE AREA CONVENTION VISITORS BUREAU  
 STATEWIDE AGREED-UPON PROCEDURES  
 For The Year Ended December 31, 2017**

<b>Agreed-Upon Procedure</b>	<b>Other Results</b>	<b>Managements' Response</b>
<p>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.</p> <p>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 <a href="http://www.la.gov/hotline">www.la.gov/hotline</a> ) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.</p> <p>If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.</p>	<p>inquired no misappropriations discovered or reported</p> <p>Posted on premises but not on website.</p> <p>none noted</p>	<p>Currently being created for website.</p>