



ASCENSION PARISH TOURISM COMMISSION

FINANCIAL STATEMENTS

DECEMBER 31, 2019

ASCENSION PARISH TOURISM COMMISSION

FINANCIAL REPORT

DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Ascension Parish Tourism Commission
Sorrento, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Ascension Parish Tourism Commission (the Commission), a component unit of the Ascension Parish Council, as of and for the year then ended, December 31, 2019, and the related notes to the financial statement, which collectively comprise the Commission'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 and the standards applicable to financial statements contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error or fraud. 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 and the major fund of Ascension Parish Tourism Commission, as of December 31, 2019, and the respective changes in financial position, thereof 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 schedules on pages 3 through 8 and page 22, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

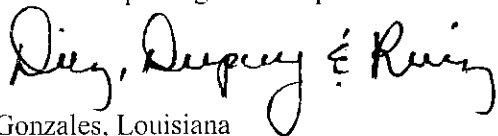
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of compensation, benefits and other payments to agency head or chief executive officer is presented for purposes of additional analysis and are 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 the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head or chief executive officer are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 5, 2020 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.



Gonzales, Louisiana
June 5, 2020

ASCENSION PARISH TOURISM COMMISSION

Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2019

This section of Commission's annual financial report presents our discussion and analysis of the Commission's financial performance during the year ended December 31, 2019.

FINANCIAL HIGHLIGHTS

- The Commission's total net position equaled \$914,414 as of December 31, 2019. Net position increased approximately 13% from prior year's operations.
- During the year, the Commission's governmental activities expenses were \$100,843 less than the \$732,034 generated in operating grants and contributions, taxes, and other revenue.
- The General Fund reported an increase in fund balance of \$34,502 at year end.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

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

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

ASCENSION PARISH TOURISM COMMISSION

Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2019

Figure A-1
Major Features of Commission's Government Wide and Fund Financial Statements

	Government-wide Statements	Fund Statements Governmental Fund
Scope	Entire Government (except fiduciary funds)	The activities of the Commission that are not proprietary or fiduciary
Required financial statements	<ul style="list-style-type: none">• Statement of net position• Statement of activities	<ul style="list-style-type: none">• Balance Sheet• Statement of revenues, expenditures, and changes in fund balances
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019

Government-wide Statements

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

The two government-wide statements report the Commission's net position and how it has changed. Net position - the difference between the Commission's assets and liabilities is one way to measure the Commission's financial health, or position.

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

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

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

Fund Financial Statements

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

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

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019

FINANCIAL ANALYSIS OF THE COMMISSION AS A WHOLE

Net position. The Commission's net position was \$914,414 at the end of the fiscal year. (See Table A-2.)

Table A-2		
Net Position		
Governmental Activities		
	2019	2018
Current and other assets	\$ 815,755	\$ 785,816
Capital assets, net	112,437	46,096
Total assets	928,192	831,912
Current liabilities	13,778	18,341
Total liabilities	13,778	18,341
 Net position		
Net investment in capital assets	112,437	46,096
Unrestricted	801,977	767,475
Total net position	\$ 914,414	\$ 813,571

Net position of the Commission's governmental activities was \$914,414 at year end, an increase of approximately 13% from prior year end.

Changes in net position. The Commission's total general revenues were \$712,284 at year end (See Table A-3.) 93% of the Commission's revenue comes from occupancy taxes. The remaining is grant, interest and miscellaneous revenue.

The total cost of all general programs and services were \$631,191 at year end.

ASCENSION PARISH TOURISM COMMISSION

Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2019

Governmental Activities

Revenues for the Commission's governmental activities were \$100,843 more than total expenses for year end. The cost of all governmental programs this year was \$631,191.

**Table A-3
Changes in Net Position
Governmental Activities**

	<u>2019</u>	<u>2018</u>
Revenues		
Grants and contributions	\$ 19,750	\$ 7,779
General revenues		
Occupancy tax	680,667	639,543
Interest	9,978	1,583
Miscellaneous	21,639	17,211
Total revenues	<u>732,034</u>	<u>666,116</u>
Expenses		
General government	631,191	733,075
Total expenses	<u>631,191</u>	<u>733,075</u>
Increase (decrease) in net position	<u>\$ 100,843</u>	<u>\$ (66,959)</u>

FINANCIAL ANALYSIS OF THE COMMISSION'S FUND

As the Commission completed the year, its governmental fund reported a fund balance of \$801,977.

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019

General Fund Budgetary Highlights

Over the course of the year, there were no amendments made to the general fund budget.

CAPITAL ASSETS

At the end of 2019, the Commission had invested approximately \$112,437 in capital assets, which includes equipment, furniture and fixtures, and vehicles. (See Table A-3)

Table A-3

Capital Assets

	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2018</u>
Vehicles, improvements, Equipment & fixtures	\$ 192,521	\$ 115,145
Less: Accumulated depreciation	(80,084)	(69,049)
Total	<u>\$ 112,437</u>	<u>\$ 46,096</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Commission is dependent on the 2% Occupancy Tax for 94% of its revenues. This revenue is generated from hotel and motel taxes collected in the Parish. The Commission's revenues are expected to decrease in 2020 because of the COVID-19 outbreak.

Subsequent to the adoption of the Commission's December 31, 2020 budget, the COVID-19 outbreak in the United States has caused business disruption through mandatory and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. However, the related financial impact and duration cannot be reasonably estimated at this time. The Commission intends to amend its budget to reflect the financial impact, as deemed necessary, in accordance with budget laws.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Commission's finances and to demonstrate the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Ms. Tracy Browning; 6967 Highway 22, Sorrento, LA 70778.

ASCENSION PARISH TOURISM COMMISSION
STATEMENT OF NET POSITION
DECEMBER 31, 2019

ASSETS

Cash and cash equivalents	\$ 222,801
Certificates of deposit	483,178
Accounts receivable	104,196
Accrued interest receivable	5,580
Capital assets, net of accumulated depreciation	<u>112,437</u>
TOTAL ASSETS	<u>928,192</u>

LIABILITIES

Accounts payable	7,275
Accrued payroll and benefits	<u>6,503</u>
TOTAL LIABILITIES	<u>13,778</u>

NET POSITION

Net investment in capital assets	112,437
Unrestricted	<u>801,977</u>
TOTAL NET POSITION	<u>\$ 914,414</u>

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

ASCENSION PARISH TOURISM COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Expenses	Operating grants and contributions	Net (Expense) Revenue and Changes in Net Position
<u>ACTIVITIES</u>			
Governmental:			
General Government	\$ 631,191	\$ 19,750	\$ (611,441)
Total governmental activities	\$ 631,191	\$ 19,750	(611,441)
General Revenues:			
Intergovernmental:			
Occupancy tax			680,667
Other:			
Interest			9,978
Other income			21,639
Total general revenues			712,284
Change in net position			100,843
Net position - January 1, 2019			813,571
Net position - December 31, 2019			\$ 914,414

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

ASCENSION PARISH TOURISM COMMISSION
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2019

ASSETS

Cash and cash equivalents	\$ 222,801
Certificates of deposit	483,178
Accounts receivable	104,196
Accrued interest receivable	5,580
Total assets	\$ 815,755

LIABILITIES

Accounts payable	\$ 7,275
Accrued payroll and benefits	6,503
Total liabilities	13,778

FUND BALANCE

Committed for Emergency funds	250,000
Committed for Onsite Projects	120,000
Committed for Offsite Projects	20,000
Committed for Capital Outlay	130,000
Unassigned	281,977
Total fund balance	801,977
Total liabilities and fund balance	\$ 815,755

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

ASCENSION PARISH TOURISM COMMISSION
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019

Total fund balance - Governmental Fund		\$ 801,977
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Amounts reported for governmental activities in the State of Net Position are different because of the following:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund balance sheet.

Cost of capital assets as December 31, 2019	192,521		
Less: accumulated depreciation as of December 31, 2019	<u>(80,084)</u>		<u>112,437</u>

Total net position at December 31, 2019 - Governmental Activities		<u><u>\$ 914,414</u></u>
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The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH TOURISM COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND TYPES
YEAR ENDED DECEMBER 31, 2019

REVENUE

Intergovernmental:		
Occupancy tax	\$	680,667
Grant revenues		19,750
Other:		
Interest		9,978
Other income		21,639
Total revenues		<u>732,034</u>

EXPENDITURES

General government		
Advertising and marketing		298,045
Personnel		178,059
Other		144,052
Capital outlay		<u>77,376</u>
Total expenditures		<u>697,532</u>
Excess of revenues over expenditures		34,502
Fund Balance, Beginning of Year		<u>767,475</u>
Fund Balance, End of Year	\$	<u>801,977</u>

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

ASCENSION PARISH TOURISM COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE OF THE
GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
DECEMBER 31, 2019

Excess of expenditures over revenues-Governmental fund	\$	34,502
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Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and report as depreciation expense. This is the amount by which capital expenditures (which are capitalized as capital assets) in the current period exceeded depreciation expense.

Capital assets capitalized		77,376
Depreciation expense		(11,035)
		100,843
Change in net position of governmental activities	\$	100,843

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

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRESENTATIONS

Organization and Purpose

The Ascension Parish Tourism Commission (the Commission) was organized to encourage the Parish and Civic Community to create an atmosphere conducive to tourism, the Commission should be apprised of those activities of tourism interest, to aid and promote these activities, to represent the Parish business and civic community by soliciting and servicing conventions for the promotion of visitor activity within Ascension Parish, and to develop and carry out programs designed to promote tourism in Ascension Parish. The Commission is funded by a 2% Occupancy tax collected by the Ascension Parish Sales and Use Tax Authority.

Basis of Presentation, Basis of Accounting

The statement of net position and the statement of activities display information about the Commission. These statements include the financial activities of the overall government. These statements describe the *governmental activities* of the Commission. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the Commission and for each function of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the fund have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Commission's fund. Separate statements for each fund category - *governmental* - are presented. The emphasis of fund financial statements is on the major governmental fund.

The Commission reports the following major governmental fund:

Governmental Fund Type:

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

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

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRESENTATIONS (continued)

Measurement Focus, Basis of Accounting

Government-wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus. The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) equal value in exchange, include occupancy taxes, grants, and contributions. Revenue from grants, and contributions are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Commission considers all revenues reported in the governmental fund to be available if the revenues are collected within sixty days after year-end. Miscellaneous income and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred and claims and judgments which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

Reporting Entity

As the governing authority of the parish, for reporting purposes, the Ascension Parish Council is the financial reporting entity for Ascension Parish. The financial reporting entity consists of (a) the primary government (council), (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Codification Section 2100, established criteria for determining which component units should be considered part of the Ascension Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

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

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

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

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

Because the council appoints all members to the Commission's Board of Directors, the Commission was determined to be a component unit of the Ascension Parish Council, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the Council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Budgetary Practices

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

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

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRESENTATIONS (continued)

Cash and cash equivalents

Cash and cash equivalents include demand deposits, interest-bearing demand deposit accounts, and certificates of deposit.

The Commission considers all cash accounts and certificates of deposit with a maturity of three months or less when purchased to be cash and cash equivalents.

Under state law, the Commission may deposit funds in obligations of the U.S. Treasury and U.S. agencies, demand deposit accounts, interest-bearing demand deposit accounts, money market accounts, and time certificates of deposit with state banks organized under Louisiana law and national banks having principal offices in Louisiana and other investments authorized by Louisiana Law.

Capital Assets

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

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

Vehicles	5 years
Improvements	15 years
Equipment & fixtures	3-7 years

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 at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

Equity Classifications

Government-wide Financial Statements

For the government-wide statement of net position, equity is divided into three components:

- Net investments in capital assets-consist of historical costs of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets.
- Restricted net position-consists of assets that are restricted by the Commission's grantors (both federal and state).
- Unrestricted-all other net position is reported in this category.

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

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

Fund Equity of Fund Financial Statements

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

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

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

Committed- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Commission's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the type of action it employed to previously commit those amounts. The Board of Commissioners are the highest level of decision-making authority and utilizes Commission Ordinances as a formal procedure to commit fund balance. In addition, the passage of the budget at the annual financial board meeting is considered the commitment of funds for the line items included in the fiscal budget.

Assigned- represents balances that are constrained by the Commission's intent to be used for specific purposes, but are not restricted or committed.

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

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

Revenue

Approximately 94% of the Commission's funding is provided from a 2% occupancy tax within the Parish.

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND CASH EQUIVALENTS

At December 31, 2019, the carrying amounts of the Commission's deposits were as follows:

Cash in checking account	\$ 45,779
Cash in money market accounts	<u>177,022</u>
Total deposits	<u>\$222,801</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by either federal deposit insurance or by the pledge of securities owned by a 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.

3. CERTIFICATES OF DEPOSIT

The Commission holds certificates of deposits at various financial institutions. The certificates of deposit have maturities ranging from 6 months to 12 months. The following is a summary of the Commission's certificates of deposit at book value as of December 31, 2019:

Governmental Funds:	
Certificates of deposit	<u>\$ 483,178</u>
Total governmental funds	<u>\$ 483,178</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

4. CUSTODIAL CREDIT RISK

Custodial credit risk is the risk that in the event of a financial institution failure, the Commission's deposits may not be returned to it. The Commission does not have a deposit policy for custodial credit risk. At December 31, 2019, these deposits were completely collateralized and/or insured.

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

5. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2019, are as follows:

Governmental activities:	Vehicles, Improvements, Equipment & Fixtures
Cost of Capital Assets, December 31, 2018	\$ 115,145
Additions	77,376
Deletions	-
Cost of Capital Assets, December 31, 2019	<u>192,521</u>
Accumulated depreciation, December 31, 2018	69,049
Additions	11,035
Deletions	-
Accumulated depreciation, December 31, 2019	<u>80,084</u>
Capital assets, net of accumulated depreciation at December 30, 2019	<u>\$ 112,437</u>

For the year ended December 31, 2019, depreciation expense was \$11,035.

6. RETIREMENT PLAN

The Commission adopted a Simple IRA retirement plan effective January 1, 2014. The plan covers all full-time employees. The Commission matches up to 3 percent of employee contributions. The Commission's contributions for the years ending December 31, 2019, 2018, and 2017 were \$4,418, \$4,270, and \$3,578, respectively.

7. SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date that the financial statements were available to be issued, which was June 5, 2020, noting that the COVID-19 outbreak in the United States has caused business disruption through mandatory and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. It is reasonably possible that the Commission's revenues will decrease for the year ended December 31, 2020. However, the related financial impact and duration cannot be reasonably estimated at this time.

No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

ASCENSION PARISH TOURISM COMMISSION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<u>REVENUES</u>			
Occupancy tax	\$ 588,000	\$ 588,000	\$ 680,667
Grant revenues	41,000	41,000	19,750
Other:			
Interest	1,100	1,100	9,978
Other Income	14,500	14,500	21,639
Total revenues	<u>644,600</u>	<u>644,600</u>	<u>732,034</u>
 <u>EXPENDITURES</u>			
General government			
Advertising & marketing	476,700	476,700	298,045
Personnel	294,300	294,300	178,059
Other	193,900	193,900	144,052
Capital outlay	31,000	31,000	77,376
Total expenditures	<u>995,900</u>	<u>995,900</u>	<u>697,532</u>
Excess of expenditures over revenues	(351,300)	(351,300)	34,502
Fund Balance, Beginning of Year	<u>767,475</u>	<u>767,475</u>	<u>767,475</u>
Fund Balance, End of Year	<u>\$ 416,175</u>	<u>\$ 416,175</u>	<u>\$ 801,977</u>

ASCENSION PARISH TOURISM COMMISSION
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
DECEMBER 31, 2019

Agency Head Name/Title: Tracy Browning, Director

Purpose	Amount
Salary	\$ 63,173
Benefits - insurance	6,250
Benefits - retirement	1,895
Per diem	2,321
Reimbursements	-
Travel	10,200
Continuing professional education fees	5,117
	<hr/> \$ 88,956 <hr/>

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2019

A. SUMMARY OF AUDITOR'S RESULTS

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of Ascension Parish Tourism Commission were prepared in accordance with GAAP.
2. No significant deficiencies related to the audit of the financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the Ascension Parish Tourism Commission which would be required to be reported in accordance with *Government Auditing Standards*, was disclosed during the audit.

B. FINDINGS – FINANCIAL STATEMENTS

None

C. FINDINGS – NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS

None

ASCENSION PARISH TOURISM COMMISSION
Sorrento, Louisiana

SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED DECEMBER 31, 2019

A. FINDINGS - FINANCIAL STATEMENTS

NONE

B. FINDINGS - NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS

2018-001 Cash Management Laws

Condition: The Commission had \$152,637 of bank cash unsecured or uncollateralized.

Current Year Status: Finding has been resolved in the current year.



**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***

The Board of Directors
Ascension Parish Tourism Commission
Sorrento, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Ascension Parish Tourism Commission, a component unit of the Ascension Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Ascension Parish Tourism Commission's basic financial statements and have issued our report thereon dated June 5, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Ascension Parish Tourism Commission'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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Commission'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 Ascension Parish Tourism Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial 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 test 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.



Gonzales, Louisiana

June 5, 2020

ASCENSION PARISH TOURISM COMMISSION

STATEWIDE AGREED UPON PROCEDURES

DECEMBER 31, 2019



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

To the Board of Commissioners, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Ascension Parish Tourist Commission (Commission) 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, 2019 through December 31, 2019. The Commission's management is responsible for those C/C areas identified in the SAUPs. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

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*. 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, 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 procedures and associated findings are as follows:

Written Policies and Procedures

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

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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

Written policies and procedures were obtained and address the functions noted above.

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

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

Not applicable; the Commission does not have any debt.

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

Written policies and procedures were obtained and address the functions noted above except the policy did not include required procedures. (exception)

Managements response: We will include procedures in the policy for disaster recovery/business continuity.

Collections

2. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Obtained listing of deposit sites and management's representation that the listing is complete.

3. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Obtained listing of collection locations and management's representation that the listing is complete.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

No exceptions noted.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

No exceptions noted.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

No exceptions noted.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

No exceptions noted.

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

No exceptions noted.

5. Randomly select two deposit dates for the 1 bank account (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other*

than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 2 deposits and:

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

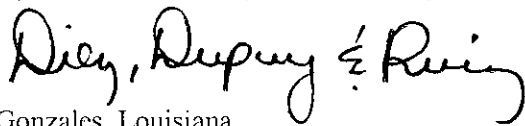
No exceptions noted.

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

No exceptions noted.

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.



Gonzales, Louisiana
June 5, 2020