

2018

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Affidavit and Revenue Certification

Washington Parish Tourism Commission ENTITY NAME
Washington Parish
Franklinton, Louisiana (City), State

ANNUAL SWORN FINANCIAL STATEMENTS AND CERTIFICATION OF REVENUES \$75,000 OR LESS (if applicable)

The annual sworn financial statements are *required* by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues of \$75,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(J)(1)(c)(i)(aa).

Personally came and appeared before the undersigned authority, Marilyn G. Bateman (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Washington Parish Tourism Commission (enter entity name) as of December 31, 2017 (entity's year-end), and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, Marilyn G. Bateman, (officer name), who, duly sworn, deposes and says that Washington Parish Tourism Commission (entity name) received \$75,000 or less in revenues and other sources for the year ended December 31, 2017, and accordingly, is not required to have an audit for the previously mentioned year.

Marilyn G. Bateman
Officer's Signature

Sworn to and subscribed before me this 10th day of March, 2018.

Rick Brown
NOTARY PUBLIC SIGNATURE & SEAL
Rick Brown Notary

For Office Use Only
Under provisions of state law, this report will become a public document on the Monday following the release date. A copy of the report will be submitted to appropriate public officials and be available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor and, where appropriate, at the office of the parish clerk of court.
Release Date APR 11 2018

Please Complete This Section
Officer's Name Marilyn G. Bateman
Officer's Title President
Address 1950 Washington Street
City, Zip Franklinton, LA 70438
Ph: Cell/Land 985-839-5228; 985-839-7950fx
E-mail wptour@bellsouth.net

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

WASHINGTON PARISH TOURISM COMMISSION
(A Component Unit of the Washington Parish Government)
Combined Balance Sheet
All Fund Types and Account Groups
December 31, 2017

	General Fund	General Fixed Assets	Building Fund	Total (Memorandum Only)
ASSETS				
Cash-Whitney Bank	\$138,976.22			\$138,976.22
Savings-Citizens	\$1,945.34			\$1,945.34
State Funds Receivable	\$8,599.36			\$8,599.36
Investments (CDs)	\$16,000.00		\$72,010.38	\$88,010.38
Fixed Assets		\$6,943.55		\$6,943.55
Total Assets	<u>\$165,520.92</u>	<u>\$6,943.55</u>	<u>\$72,010.38</u>	<u>\$244,474.85</u>
LIABILITIES AND FUND BALANCE				
Liabilities				
Accounts payable	\$485.85			\$485.85
Due to Washington Parish Government	\$1,355.26			\$1,355.26
Total Liabilities	\$1,841.11	\$0.00	\$0.00	\$1,841.11
Fund Equity				
Investment in gen fixed assets		\$6,943.55		\$6,943.55
Building Fund			\$72,010.38	\$72,010.38
Fund Balance				
Unreserved, undesignated	\$163,679.81			\$163,679.81
Total Fund Balance	<u>\$163,679.81</u>	<u>\$6,943.55</u>	<u>\$72,010.38</u>	<u>\$242,633.74</u>
Total Liabilities & Fund Balance	<u>\$165,520.92</u>	<u>\$6,943.55</u>	<u>\$72,010.38</u>	<u>\$244,474.85</u>

*The financial statements have been prepared using the modified accrual basis of accounting.

WASHINGTON PARISH TOURISM COMMISSION
(A Component Unit of the Washington Parish Government)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Year Ended December 31, 2017

	General Fund
Revenues	
State	\$55,864.91
Interest	\$569.21
	\$56,434.12
Total Revenues	
Expenditures	
Salaries	\$15,000.00
Payroll taxes	\$1,227.80
Travel	\$1,036.71
Bank charges	\$61.00
Rent	\$12,000.00
Insurance	\$484.53
Utilities & Telephone	\$5,925.87
Office supplies	\$307.02
Accounting	\$300.00
Miscellaneous	\$223.39
Continuing education	\$700.00
Dues	\$925.00
	\$38,191.32
Total Expenditures	
Increase in Fund Balance	\$18,242.80
Fund Balance at Beginning of Year	\$145,476.59
Dedicated to Building Fund in 2017	(\$39.58) interest
Prior Period Adjustment	\$0.00
Fund Balance at End of Year	\$163,679.81

*The financial statements have been prepared using the modified accrual basis of accounting.

WASHINGTON PARISH TOURISM COMMISSION (Agency Name)

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer (Required Form - Please Submit Completed Form Per Attached Instructions)

For the Year Ended December 31, 2017 (Year-End)

Agency Head Name and Title: Katherine M. Mayor, Office Manager

Purpose	Dollar Amount
1. Salary	1. 15,000.00
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10.
11. Travel	11. 685.02
12. Registration fees	12. 350.00
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of line 1-17)	18.

_____ Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasi-public) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

Travel includes hotel nights for 1 tourism conference, meals at conference/during travel, parking fees, and mileage reimbursed at \$0.53 per mile for use of personal car during travel.

Registration fees include LTA/Lt. Governor's Annual Tourism Summit

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENTS FOR YOUR RECORDS

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor –
Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16