



**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2021**



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June 24, 2022

**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Alexandria/Pineville Area Convention and Visitors Bureau

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**OPINIONS**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Alexandria/Pineville Area Convention and Visitors Bureau, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Bureau's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Alexandria/Pineville Area Convention and Visitors Bureau as of December 31, 2021, 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.

**BASIS FOR OPINIONS**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Alexandria/Pineville Area Convention and Visitors Bureau and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Alexandria/Pineville Area Convention and Visitors Bureau's ability to continue as a going concern for twelve months beyond the



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## *Alexandria/Pineville Area Convention and Visitors Bureau*

*June 24, 2022*

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financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Alexandria/Pineville Area Convention and Visitors Bureau internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Alexandria/Pineville Area Convention and Visitors Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **REQUIRED SUPPLEMENTARY INFORMATION**

Accounting principles generally accepted in the United States of America require that the information listed below be presented to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)

Such information is the responsibility of management and, 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,

*Alexandria/Pineville Area Convention and Visitors Bureau*

*June 24, 2022*

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or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**SUPPLEMENTARY INFORMATION**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Alexandria/Pineville Area Convention and Visitors Bureau's basic financial statements. The accompanying 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. Such information 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. The 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 supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with Government Auditing Standards, we have also issued our report dated June 24, 2022, on our consideration of the Alexandria/Pineville Area Convention and Visitors Bureau's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Alexandria/Pineville Area Convention and Visitors Bureau'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 Bureau's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountant

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## ***Management's Discussion and Analysis***

***December 31, 2021***

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This section of the Alexandria/Pineville Area Convention and Visitors Bureau annual financial report presents our discussion and analysis of the Bureau's financial performance during the fiscal year ended December 31, 2021.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Bureau's financial position and results of operations from differing perspectives which are described as follows:

#### **GOVERNMENT –WIDE FINANCIAL STATEMENTS**

The government-wide financial statements report information about the Bureau as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Bureau's assets and all of the Bureau's liabilities (including long-term debt). The governmental activities are financed primarily by hotel/motel occupancy taxes, and other fees for services provided.

#### **FUND FINANCIAL STATEMENTS**

Fund financial statements provide detailed information regarding the Bureau's most significant activities and are not intended to provide information for the Bureau as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Bureau has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Bureau's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Custodial Funds** – The Randolph Riverfront Center fund accounts for assets held by the Bureau as an agent for the City of Alexandria. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## ***Management's Discussion and Analysis***

***December 31, 2021***

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### **FINANCIAL ANALYSIS OF THE BUREAU AS A WHOLE**

#### **NET POSITION**

A condensed version of the government-wide Statement of Net Position is presented as follows:

	<u>December 31, 2021</u>	<u>December 31, 2020</u>
	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>
<b>Assets:</b>		
Current and Other Assets	\$ 1,975,670	\$ 1,354,895
Capital Assets	13,421	24,072
Total Assets	<u>1,989,091</u>	<u>1,378,967</u>
<b>Liabilities:</b>		
Current Liabilities	20,064	22,788
Long-term Liabilities	11,088	31,943
Total Liabilities	<u>31,152</u>	<u>54,731</u>
<b>Net Position:</b>		
Invested in Capital Assets (Net)	13,421	24,072
Unrestricted	1,944,518	1,300,164
Total Net Position	<u>1,957,939</u>	<u>1,324,236</u>

As the presentation appearing above demonstrates, a minimal amount (.685%) of the Bureau's Net Position is invested in capital assets. The remaining net position is unrestricted and may be used to meet the Bureau's ongoing obligations.

#### **CHANGES IN NET POSITION**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows

	<u>December 31, 2021</u>	<u>December 31, 2020</u>
	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>
<b>Revenues:</b>		
Program Revenue		
Charges for Services	\$ 46,075	\$ 46,175
Operating Grants and Contributions	-----	-----
Capital Grants and Contributions	-----	-----
General Revenues		
Hotel/Motel Occupancy Tax	828,310	691,149
Other Revenues	375,927	214,656
Total Revenue	<u>1,250,312</u>	<u>951,980</u>

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Management's Discussion and Analysis**

**December 31, 2021**

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<b><u>Program Expenses:</u></b>		
Economic Development	616,609	747,597
Change in Net Position	633,703	204,383
Net Position – Beginning	1,324,236	1,119,853
Net Position – Ending	<u>1,957,939</u>	<u>1,324,236</u>

Governmental activities increased the Bureau's net position by \$633,703. This increase is attributable to careful management by the administration of the Bureau.

### **FINANCIAL ANALYSIS OF THE BUREAU'S FUNDS**

For the year ended December 31, 2021, differences between the government-wide presentation and the fund financial statements were limited to the depreciation of capital assets and changes in compensated absences.

### **GENERAL FUND BUDGET HIGHLIGHTS**

For the year ended December 31, 2021, revenues and expenditures conformed to expectations.

### **CAPITAL ASSET ADMINISTRATION**

For the year ended December 31, 2021, capital asset activity was limited to the depreciation of existing assets.

### **DEBT ADMINISTRATION**

For the year ended December 31, 2021, there were no debt outstanding and no activity involving borrowing or repayment.

### **FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, no known issues are expected to have a significant impact on future operations.

# **Alexandria/Pineville Area Convention & Visitors Bureau**

## **Statement of Net Position**

**December 31, 2021**

	Governmental Activities
<b><u>ASSETS</u></b>	
Cash and cash equivalents	\$ 1,714,117
Investments	-
Receivables (net)	242,310
Other Current Assets	19,243
Capital Assets	
Depreciable, net of accumulated depreciation	13,421
<b>Total assets</b>	<b>1,989,091</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	10,994
Payroll Liabilities	626
Accrued Wages	8,444
Long-term liabilities	
Compensated Absences	11,088
<b>Total liabilities</b>	<b>31,152</b>
<b><u>NET POSITION</u></b>	
Invested in capital assets, net of related debt	13,421
Unrestricted	1,944,518
<b>Total net position (deficit)</b>	<b>\$ 1,957,939</b>

*The accompanying notes are an integral part of the financial statements.*

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Statement of Activities**

**Year Ended December 31, 2021**

		Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b><u>Governmental Activities:</u></b>					
Economic Development	\$ 616,609	\$ 46,075	\$ -	\$ -	\$ (570,534)
			General Revenues:		
			Taxes		828,310
			State Revenue Sharing		375,927
			Other Revenues		-
			Total General Revenues		1,204,237
			Change in Net Position		633,703
			Net Position Beginning		1,324,236
			Net Position Ending		\$ 1,957,939

*The accompanying notes are an integral part of the financial statements.*

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Balance Sheet**

**Governmental Funds - December 31, 2021**

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	<u>General Fund</u>
<b><u>Assets</u></b>	
Cash and cash equivalents	\$ 1,714,117
Receivables (net)	242,310
Due from agency fund	19,243
<b>Total assets</b>	<u>1,975,670</u>
 <b><u>Liabilities and Fund Balance</u></b>	
Liabilities	
Accounts Payable	10,994
Payroll Liabilities	626
Accrued Wages	8,444
<b>Total Liabilities</b>	<u>20,064</u>
Fund Balance	
Unassigned	1,955,606
<b>Total Fund Balance</b>	<u>1,955,606</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,975,670</u>

*The accompanying notes are an integral part of the financial statements.*

**Alexandria/Pineville Area Convention and Visitors Bureau**

***Reconciliation of Fund Balances on the Balance Sheet for  
Governmental Funds to Net Assets of Governmental  
Activities on the Statement of Net Position***

***Year Ended December 31, 2021***

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Total Fund Balances - Governmental Funds \$ 1,955,606

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the Governmental Fund Balance Sheet	13,421
Long-Term Liabilities are not due and payable in the current period, and therefore are not reported in the Governmental Fund Balance Sheet	
	<u>(11,088)</u>

Net Position of Governmental Activities \$ 1,957,939

*The accompanying notes are an integral part of the financial statements.*

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds - Year Ended December 31, 2021**

	<u>General Fund</u>
<b><u>Revenues:</u></b>	
Hotel/Motel Tax	\$ 828,310
Management Fees	46,075
State Hotel/Motel Tax Rebate	375,927
Miscellaneous Revenues	-
<b>Total Revenues</b>	<u>1,250,312</u>
<b><u>Expenditures:</u></b>	
Current	
Economic Developmet	
Collection Expense	16,566
Salaries and Related Benefits	293,420
Travel and Education	8,793
Contract Services	33,782
Legal and Professional	30,726
Dues and Subscriptions	29,743
Telephone	9,231
Equipment Rental	6,646
Insurance	31,165
Repairs and Maintenance	2,474
Office Supplies	10,451
Promotional	87,373
Advertising	66,443
Capital Expenditures	-
<b>Total Expenditures</b>	<u>626,813</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>623,499</u>
<b><u>Other financing sources (uses):</u></b>	
Debt Proceeds	-
<b>Net Change in Fund Balance</b>	623,499
<b>Fund balance - Beginning of Year</b>	<u>1,332,107</u>
<b>Fund balance - End of Year</b>	<u>\$ 1,955,606</u>

*The accompanying notes are an integral part of the financial statements.*

**Alexandria/Pineville Area Convention and Visitors Bureau**

***Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balance of Governmental Funds to the  
Statement of Activities***

***Year Ended December 31, 2021***

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Net change in fund balances of Governmental Funds \$ 623,499

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

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(10,651)</u>	(10,651)

Some transactions reported in the Statement of Activities do not require the use of current financial resources. Accordingly, a timing difference exists between when transactions affect the governmental funds and government-wide activities

20,855

Change in net position of governmental activities \$ 633,703

*The accompanying notes are an integral part of the financial statements.*

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Statement of Fiduciary Net Position**

### **Fiduciary Funds**

**December 31, 2021**

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	<u>Custodial Funds</u>
<b><u>Assets</u></b>	
Cash and Cash Equivalents	\$ 1,680,064
Receivables	-
<b>Total Assets</b>	<u>1,680,064</u>
<b><u>Liabilities</u></b>	
Payables	9,419
Accrued Wages	2,580
Interfund Liabilities	19,243
Event Deposits	1,060
<b>Total Liabilities</b>	<u>32,302</u>
<b><u>Net Position</u></b>	
Restricted for Individuals, Organizations, and Other Governments	1,647,762
<b>Total Net Position</b>	<u>\$ 1,647,762</u>

*The accompanying notes are an integral part of the financial statements.*

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Statement of Changes in Fiduciary Net Position**

### **Fiduciary Funds**

**December 31, 2021**

	<u>Custodial Funds</u>
<b><u>Additions</u></b>	
Rental Income	\$ 67,426
Taxes for Other Governments	591,247
Interest Revenue	676
Misellaneous Additions	51
<b>Total Additions</b>	<u>659,400</u>
<b><u>Deductions</u></b>	
Collection Expenses	6,817
Administrative Expenses	58,612
Advertising and Promotional	40,315
Salaries and Benefits	173,924
Riverfront Center Operations and Maintenance	246,442
<b>Total Deductions</b>	<u>526,110</u>
Net Increase (Decrease) in Fiduciary Net Position	133,290
Net Position - Beginning	<u>1,514,472</u>
Net Position - Ending	<u>\$ 1,647,762</u>

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The office of the Alexandria/Pineville Area Convention and Visitors Bureau was established by Louisiana RS 33:4574.5. The Bureau receives the proceeds of occupancy taxes levied throughout Rapides Parish and the Alexandria Downtown District, for the operation of the Bureau, and to attract conventions and tourists into the area and jurisdiction of the bureau, including spending money for advertising, promotion, and publication of information.

The Bureau's accounting policies conform to generally accepted accounting principles for governmental units. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Some of the Bureau's more significant accounting policies are described as follows:

#### **FINANCIAL REPORTING ENTITY**

For reporting purposes, the Bureau is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Bureau), (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.

Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of the Alexandria/Pineville Area Convention and Visitors Bureau 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 Bureau 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 Bureau.
2. Organizations for which the Bureau does not appoint a voting majority but are fiscally dependent on the Bureau.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon application of these criteria, there were no potential component units and all of the Bureau's activities were included in the primary government reporting entity.

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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### **BASIC FINANCIAL STATEMENTS**

The basic financial statements include both government-wide and fund financial statements. Fund financial statements categorize activities as either governmental activities or fiduciary, which are described as follows:

- Governmental activities involve government services that are normally supported by charges for services and intergovernmental revenues.
- Fiduciary activities account for assets held by the Bureau for the benefit of other governments, individuals, or organizations.

The government-wide and fund financial statements present the Bureau's financial position and results of operations from differing perspectives which are described as follows:

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The Statement of Net Position and the Statement of Activities display information about the Bureau as a whole. Government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Bureau's governmental activities. Direct expenses are those that are specially associated with a program or function and therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for 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.

### **FUND FINANCIAL STATEMENTS**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Bureau's major fund is described as follows:

#### **MAJOR GOVERNMENTAL FUNDS**

General Fund – The General Fund, as provided by state law, is the principal fund of the Bureau and is used to account for the operations of the Bureau's office. The occupancy taxes remitted to the Bureau are accounted for in this fund, and general operating expenditures are paid from this fund.

Additionally, the Bureau reports the following fund type:

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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### **FIDUCIARY FUNDS**

Fiduciary funds are used to report assets held by the Bureau for the benefit of other governments, individuals or organizations. Fiduciary funds utilized by the Bureau are described as follows:

- Randolph Riverfront Center Fund – This fund is a custodial fund, which receives monies from the State of Louisiana, and receives the proceeds of a occupancy tax levied across the City of Alexandria for the purpose of operating the Randolph Riverfront Center. The Riverfront Center is managed by the Alexandria/Pineville Area Convention and Visitors Bureau for the City of Alexandria.

### **BASIS OF ACCOUNTING AND MEASUREMENT FOCUS**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Fiduciary Funds	Modified Accrual Basis	None

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus, revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or if it is due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred; however, debt service, claims and judgments are recorded as expenses when payment is made. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other-financing source and repayment of long-term debt is reported as an expenditure.

### **BUDGETARY CONTROL**

Formal budgetary accounting is employed as a management control. The Alexandria/Pineville Area Convention and Visitors Bureau prepares and adopts a budget each year for its general fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures, and the estimated increase or decreases therein for the current year, using

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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the modified accrual basis of accounting. The Bureau amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more, and/or projected expenditures are expected to be more than budgeted amounts by five percent or more.

### **CASH AND CASH EQUIVALENTS**

Amounts reported as cash and cash equivalents include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law.

### **RECEIVABLES**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include fees and charges paid by the recipients for goods or services offered by the programs.

### **CAPITAL ASSETS**

Capital assets are reported as assets in the government-wide financial statements. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value when received by the Bureau. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 3 to 40 years. Useful lives are selected depending on the expected durability of the particular asset.

### **COMPENSATED ABSENCES**

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

Full-time employees receive between 12 and 18 days of vacation leave annually depending upon length of service. Employees are allowed to carryover not more than 1/3<sup>rd</sup> of their vacation leave earned during the current calendar year to the subsequent year. Full-time employees receive 12 days of sick leave annually. Sick leave can be accumulated up to 1,040 hours, but there is no provision for payment of accumulated sick leave upon termination or retirement.

### **FUND BALANCE CLASSIFICATION**

Commitment or assignment of fund balances requires approval of the Board of Directors. When expenditures comply with the necessary provisions restricted, committed or assigned amounts are generally consumed rather than utilizing unassigned funds.

### **NOTE 2 - CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market. Under state law, deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2021, the Bureau had \$3,394,181 in deposits (\$3,174,490 collected bank balance), held in two local banks. These deposits are secured from risk by \$500,000 of federal deposit insurance and a total of \$2,776,837 of pledged securities was held by the custodial banks in the name of the fiscal agent banks. At the end of the year, the Bureau was not subject to credit risk.

### **NOTE 3 - RECEIVABLES**

Receivables at December 31, 2021 consisted of the following:

	<b>Governmental Activities</b>
<u>Accounts Receivable</u>	
Charges for Services	\$ ----
<u>Due from Other Governments</u>	
State of Louisiana	242,310
	<hr/>
<u>Receivables, Net</u>	<u>\$ 242,310</u>

### **NOTE 4 – CAPITAL ASSETS**

Capital Asset balances and activity for the year ended December 31, 2021 is as follows:

	Beginning	Additions	Deletions	Ending
Depreciable Capital Assets				
Furniture and Fixtures	\$ 94,277	\$ ----	\$ ----	\$ 94,277
Computers and Equipment	111,273	----	----	111,273
Vehicles	70,113	----	----	70,113
Accumulated Depreciation	(251,591)	(10,651)	----	(262,242)
<u>Net Capital Assets</u>	<u>\$ 24,072</u>	<u>\$ (10,651)</u>	<u>\$ ----</u>	<u>\$ 13,421</u>

Depreciation expense is reported as a component of economic development expense.

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Notes to Financial Statements**

**December 31, 2021**

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### **NOTE 5 – RISK MANAGEMENT**

The Alexandria/Pineville Area Convention and Visitors Bureau is exposed to various risks of loss related to torts, theft, damage or destruction of assets; error and omissions; injuries to employees, and natural disasters. The Bureau insures against these risks by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

### **NOTE 6 – INTERNAL BALANCES**

Details related to internal balances are presented as follows:

<u>Governmental Activities</u>	<u>Receivable (Payable)</u>	<u>Purpose</u>
General	\$ 19,243	Interfund Balances are primarily the result of reimbursements owed to the General Fund

  

<u>Custodial Funds</u>	<u>Receivable (Payable)</u>	<u>Purpose</u>
Randolph Riverfront Center	\$ (19,243)	Interfund Balances are primarily the result of reimbursements owed to the General Fund

**Alexandria/Pineville Area Convention and Visitors Bureau**

**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balances**

**Budget and Actual**

**Year Ended December 31, 2021**

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Hotel/Motel Tax	685,000	685,000	828,310	143,310
Management Fees	46,250	46,250	46,075	(175)
State Hotel/Motel Tax Rebate	200,000	242,310	375,927	133,617
Miscellaneous Revenues	-	-	-	-
<b>Total revenues</b>	<b>931,250</b>	<b>973,560</b>	<b>1,250,312</b>	<b>276,752</b>
<b>Expenses:</b>				
Collection Expense	14,000	14,000	16,566	(2,566)
Salaries and Related Benefits	454,500	302,910	293,420	9,490
Travel and Education	-	-	8,793	(8,793)
Contract Services	23,000	23,000	33,782	(10,782)
Legal and Professional	22,000	22,000	30,726	(8,726)
Dues and Subscriptions	7,500	16,000	29,743	(13,743)
Telephone	21,000	10,000	9,231	769
Equipment Rental	11,500	9,000	6,646	2,354
Insurance	16,000	30,000	31,165	(1,165)
Repairs and Maintenance	6,000	-	2,474	(2,474)
Office Supplies	10,500	10,500	10,451	49
Promotional	275,000	65,000	87,373	(22,373)
Advertising	175,000	100,000	66,443	33,557
Capital Expenditures	15,000	-	-	-
<b>Total Expenses</b>	<b>1,051,000</b>	<b>602,410</b>	<b>626,813</b>	<b>(24,403)</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(119,750)</b>	<b>371,150</b>	<b>623,499</b>	<b>252,349</b>
<b>Other financing sources (uses):</b>				
Proceeds from Debt	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other uses</b>	<b>(119,750)</b>	<b>371,150</b>	<b>623,499</b>	<b>252,349</b>
<b>Fund balance - beginning of year</b>	<b>1,332,107</b>	<b>1,332,107</b>	<b>1,332,107</b>	<b>-</b>
<b>Fund balance - end of year</b>	<b>\$ 1,212,357</b>	<b>\$ 1,703,257</b>	<b>\$ 1,955,606</b>	<b>\$ 252,349</b>

**Alexandria/Pineville Area Convention and Visitors Bureau**

***Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer***

***For the Year Ended December 31, 2021***

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	Sherry Smith
Salary/Wages	
Compensation	\$ 78,500
Benefits	
Health Insurance	\$ 99
Life Insurance	\$ 464
Long-Term Disability	\$ 2,657
Retirement	\$ 3,925
Auto Allowance	\$ 10,200
Dental Insurance	\$ 386
Payroll Taxes	\$ 6,005
Reimbursements	\$ -



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*

June 24, 2022

To the Board of Directors  
Alexandria/Pineville Area Convention and Visitors Bureau  
Alexandria, LA

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 each major fund of the Alexandria/Pineville Area Convention and Visitors Bureau, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Bureau's basic financial statements, and have issued our report thereon dated June 24, 2022.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Alexandria/Pineville Area Convention and Visitors Bureau's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bureau's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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 the Alexandria/Pineville Area Convention and Visitors Bureau's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

-Members-

American Institute of Certified Public Accountants • Society of Louisiana, CPAs

**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.



Rozier, McKay & Willis  
Certified Public Accountants

**Alexandria/Pineville Area Convention and Visitors Bureau**  
**Schedule of Findings**  
**December 31, 2021**

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**PART I - SUMMARY OF AUDITOR'S RESULTS:**

- The Independent Auditors' Report on the basic financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau as of December 31, 2021 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are considered to be significant control deficiencies or material weaknesses.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings.

**PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:**

- There were no findings of this nature.

**Alexandria/Pineville Area Convention and Visitors Bureau  
 Management's Corrective Action Plan  
 December 31, 2021**

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<b><u>SECTION I</u></b> <b>Internal Control and Compliance Material to the Financial Statements.</b>	
No findings of this nature were reported	Response – N/A
<b><u>SECTION II</u></b> <b>Internal Control and Compliance Material to Federal Awards</b>	
No findings of this nature were reported	Response – N/A
<b><u>SECTION III</u></b> <b>Management Letter</b>	
No management letter was issued with this report.	Response – N/A

**Alexandria/Pineville Area Convention and Visitors Bureau**  
**Summary of Prior Year Findings**  
**December 31, 2021**

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<b><u>SECTION I</u></b>	
<b>Internal Control and Compliance Material to the Financial Statements.</b>	
No findings of this nature were reported	Response – N/A
<b><u>SECTION II</u></b>	
<b>Internal Control and Compliance Material to Federal Awards</b>	
No findings of this nature were reported	Response – N/A
<b><u>SECTION III</u></b>	
<b>Management Letter</b>	
No management letter was issued with this report.	Response – N/A

**APPENDIX A**  
**Statewide Agreed-Upon Procedures**



**Rozier McKay  
& Willis** | CERTIFIED PUBLIC  
ACCOUNTANTS

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Alexandria/Pineville Area  
Convention and Visitors Bureau and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Alexandria/Pineville Convention and Visitors Bureau (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period described above. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

We were engaged to perform this agreed-upon procedures engagement and conducted our engagement 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 engagement, 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.

We are required to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended 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.

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
June 24, 2022



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**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</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 Service</li> <li>• Disaster Recovery / Business Continuity</li> <li>• Sexual Harassment</li> </ul>	<p>The Entity has adopted written policies covering all of the required elements of the following categories:</p> <ul style="list-style-type: none"> <li>• Payroll/Personnel</li> </ul> <p>The Entity has not adopted written policies covering any element of the following categories:</p> <ul style="list-style-type: none"> <li>• Budgeting</li> <li>• Purchasing</li> <li>• Disbursements</li> <li>• Receipts</li> <li>• Contracting</li> <li>• Credit Cards</li> <li>• Travel and expense reimbursements</li> <li>• Ethics</li> <li>• Disaster Recovery / Business Continuity</li> <li>• Sexual Harassment</li> </ul> <p>The following categories were not applicable to the Entity:</p> <ul style="list-style-type: none"> <li>• Debt Service</li> </ul>	<p>We will work with our legal counsel and auditor to develop written policies that accurately reflect the current informal controls we have instituted.</p>



**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Board (or Finance Committee)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.	A positive unrestricted fund balance was reported.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Up Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Bank Reconciliations</b>		
<b>Agreed-Up Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Evidence of reconciliation within 2 months was present.</p> <p>Bank reconciliations included evidence of review.</p> <p>There were no reconciling items older than 12 months.</p>	<p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p>

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Up Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
<p>4 Obtain a listing of <u>deposit sites</u> 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).</p>	<p>All deposits are prepared at the Entity's administrative office.</p>	<p>The results did not include findings or criticisms.</p>
<p>5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:</p> <p>a) Employees that are responsible for cash collections do not share cash drawers/registers.</p>	<p>The Entity doesn't maintain any cash registers, as currency is not accepted.</p>	<p>The results did not include findings or criticisms.</p>

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
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.	Currency is not accepted, but staff that collect payment are separate from those responsible for reconciling collections.	The results did not include findings or criticisms.
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.	See Comments Above.	The results did not include findings or criticisms.
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.	The Entity doesn't accept currency.	The results did not include findings or criticisms.
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Blanket coverage applies to the Bureau's entire workforce.	The results did not include findings or criticisms.
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book,		

# **Alexandria/Pineville Area Convention and Visitors Bureau**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>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).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>Receipts are sequentially numbered.</p> <p>Documentation was consistent with deposit slips.</p> <p>The deposit slip matched the actual deposit per the bank statement.</p> <p>Deposits were not made within one business day of receipt.</p> <p>The bank statement is consistent with the general ledger</p>	<p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p> <p>Because of the nature of our operations, we don't receive payments every day. Accordingly, deposits are typically not made promptly for minimal amounts. However, in the future, we will make deposits on the day of receipt.</p> <p>The results did not include findings or criticisms.</p>

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	A single location is used for all processing.	The results did not include findings or criticisms.
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Multiple employees are involved in the process.	The results did not include findings or criticisms.
b) At least two employees are involved in processing and approving payments to vendors.	Multiple employees are involved in the process.	The results did not include findings or criticisms.
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	Employees responsible for signing checks do not have access to vendor files.	The results did not include findings or criticisms.
d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.	Payments are processed by an outside bookkeeping service.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p>	<p>Recorded amounts are supported by sufficient documentation.</p> <p>Sufficient segregation was demonstrated.</p>	<p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p>



**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
13 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Each transaction selected was adequately documented by an original, itemized receipt. Four meal charges did not document the participants.	In the future, we will ensure that each participant is documented for all meal charges.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>14 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (<a href="http://www.gsa.gov">www.gsa.gov</a>).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>Per inquiry of management, observation, and inspection of the general ledger, there were no travel and expense reimbursement.</p> <p>See Comments Above</p> <p>See Comments Above</p> <p>See Comments Above</p> <p>See Comments Above</p>	<p>The results did not include findings or criticisms.</p>



**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	Management provided a listing of employees/elected officials.	The results did not include findings or criticisms.
17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:		
a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).	Attendance was adequately documented.	The results did not include findings or criticisms.
b. Observe that supervisors approved the attendance and leave of the selected employees/officials.	Evidence of appropriate approval was present.	The results did not include findings or criticisms.
c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Leave records reflected amounts paid.	The results did not include findings or criticisms.
18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials'	Amounts and rates were appropriate for each of the employees selected.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
authorized pay rates in the employee/officials' personnel files.		
19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has provided the applicable representations.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
<p>20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:</p> <p>a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.</p> <p>b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.</p>	<p>Ethics training was documented for three of the five selected employees.</p> <p>The Entity doesn't have a written ethics policy.</p>	<p>The two employees did not attend the ethics course because we were unclear about who was required to have such training. We will ensure that they take the required course immediately, and continue compliance in the future.</p> <p>We will work with our legal counsel and auditor, and develop a written policy appropriate for an entity of our size.</p>

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	No new debt was issued during the period.	The results did not include findings or criticisms.
22 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	The Entity didn't have any debt issuance outstanding at any point during the year.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Fraud Notice</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriations were reported.	The results did not include findings or criticisms.
24 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notices was posted on the premises and on the web.	The results did not include findings or criticisms.

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>25 Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.</p> <p>b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.</p>	<p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p>	<p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p> <p>The results did not include findings or criticisms.</p>

**Alexandria/Pineville Area Convention and Visitors Bureau**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
26 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.	Sexual harassment training was documented for one of the employees selected.	We will ensure that all of our employees take the required training immediately. In addition, we will better monitor our staff's training, to make sure they are taking every required course.
27 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).	The Entity doesn't have a written sexual harassment policy.	We will consult with our legal counsel and auditor, and develop appropriate written policies, and insure they are posted prominently.
28 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:  a. Number and percentage of public servants in the agency who have completed the training requirements; b. Number of sexual harassment complaints received by the agency; c. Number of complaints which resulted in a finding that sexual harassment occurred; d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and e. Amount of time it took to resolve each complaint.	An annual report has not been completed.	We will become familiar with the requirements to ensure compliance for the next reporting cycle.