

Douglas Manship Sr. Theater Complex Holding Inc.  
Baton Rouge, Louisiana – East Baton Rouge Parish

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

September 30, 2020

Ms. Gayle Fransen  
Engagement Manager  
Louisiana Legislative Auditor  
1600 North Third Street  
Baton Rouge, LA 70802

Dear Ms. Fransen:

In accordance with Louisiana Revised Statute 24:513, enclosed are the Affidavit and Revenue Certification Form and the annual financial statements for my entity, as of and for the year ended June 30, 2020 (entity's year-end). The statements include all funds under the control of this entity. The accompanying financial statements have been prepared on the cash basis of accounting.

Sincerely,



\_\_\_\_\_  
Officer's Signature

Melanie Couvillon  
\_\_\_\_\_  
Officer's Name

Enclosures

**PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENT 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

**Affidavit and Revenue Certification**

Douglas Manship Sr. Theater Complex Holding Inc.

East Baton Rouge Parish

Baton Rouge, Louisiana

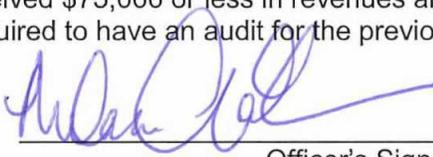
**ANNUAL SWORN FINANCIAL STATEMENTS AND  
CERTIFICATION OF REVENUES \$75,000 OR LESS (if applicable)**

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, Melanie Couvillon, Executive Director, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Douglas Manship Sr. Theater Complex Holding Inc. as of June 30, 2020, 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, Melanie Couvillon, Executive Director, who, duly sworn, deposes and says that Douglas Manship Theater Complex Holding, Inc. received \$75,000 or less in revenues and other sources for the year ended June 30, 2020 and accordingly, is not required to have an audit for the previously mentioned year.

  
\_\_\_\_\_  
Officer's Signature

Sworn to and subscribed before me this 30<sup>th</sup> day of September, 2020.

  
\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE & SEAL

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 <u>10/14/2020</u>

Please Complete This Section
Officer's Name <u>Melanie Couvillon</u>
Officer's Title <u>Executive Director</u>
Address <u>100 Lafayette St.</u>
City, Zip <u>Baton Rouge, LA 70801</u>
Ph: Cell/Land <u>225-389-7221</u>
E-mail <u>mcouvillon@manshiptheatre.org</u>

Douglas Manship Sr. Theater Complex Holding, Inc.**Statement of Cash Receipts and Disbursements  
For the Year Ended June 30, 2020**

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
<b>RECEIPTS (Provide Brief Description):</b>			
1. Louisiana Division of the Arts Stabilization Grant	\$9,600	\$	\$9,600
2. Arts Council of Greater Baton Rouge	2,688		2,688
3.			
4.			
5.			
6. <b>Total receipts</b> (add lines 1 - 5)	<u>\$12,288</u>	<u>\$</u>	<u>\$12,288</u>
<b>DISBURSEMENTS (Provide Brief Description):</b>			
7. Artist Fee Expense	\$12,288	\$	\$12,288
8.			
9.			
10.			
11.			
12.			
13. <b>Total Disbursements</b> (add lines 7 - 12)	<u>\$12,288</u>	<u>\$</u>	<u>\$12,288</u>
14. Change in fund balance ( Lines 6 minus 13)	\$0	\$	\$0
15. Fund Balance at beginning of year	\$0	\$	\$0
16. Fund balance (deficit) at end of year (Add lines 14-15) --This amount also goes on line 12, Statement B	\$0	\$	\$0

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Douglas Manship Sr. Theater Complex Holding, Inc.

**Balance Sheet, on June 30, 2020**

	<b>General Fund</b>	<b>Other Fund</b>	<b>Total</b>
<b>ASSETS</b> (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$0	\$	\$0
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)			
4. Equipment (Cost of fax machine, etc)			
5. Other (brief description)			
6. <b>Total Assets</b> (add lines 1 - 5)	<u>\$0</u>	<u>\$</u>	<u>\$0</u>
<b>LIABILITIES AND FUND BALANCE</b> (at year-end):			
7. Liabilities (give brief description):			
8.	\$0	\$	\$0
9.			
10.			
11. <b>Total Liabilities</b> (add lines 7 - 10)			
12. Fund balance (amount from Line 16 on Statement A)			
13. Other			
14. <b>Total Liabilities and Fund Balance</b> (add lines 11 - 13)	<u>\$0</u>	<u>\$</u>	<u>\$0</u>

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Douglas Manship Sr. Theater Complex Holding Inc.

**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 June 30, 2020

**Agency Head Name and Title:** Melanie Couvillon, Executive Director

<b>Purpose</b>	<b>Dollar Amount</b>
1. Salary	1.
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.
12. Registration fees	12.
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.)

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