

**LAFAYETTE PARISH CONVENTION  
AND VISITORS COMMISION**

**Lafayette, Louisiana**

Financial Report

Year Ended December 31, 2017

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# Champagne & Company, LLC

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### INDEPENDENT AUDITORS' REPORT

The President and Members of  
the Board of Commissioners  
Lafayette Parish Convention  
and Visitors Commission  
Lafayette, Louisiana

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

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Lafayette Parish Convention and Visitors Commission, as of and for the year ended December 31, 2017, and the related notes to the financial statements, 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 audits contained in *Government 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 auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, 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, the major fund, and the aggregate remaining fund information of the Lafayette Parish Convention and Visitors Commission, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of employer's share of net pension liability, schedule of employer contributions, and notes to the required supplementary information on pages 37-40 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 any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

#### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Lafayette Parish Convention and Visitors Commission's basic financial statements. The other supplementary information on pages 43 through 49 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The balance sheets-governmental fund and the statements of revenues, expenditures, and changes in fund balance-governmental fund are the responsibility of management and were derived from and relate 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 balance sheet and the statement of revenues,

expenditures, and changes in fund balance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States, the Commission's basic financial statements for the year ended December 31, 2016, which are not presented with the accompanying financial statements and we expressed unmodified opinions on the respective financial statements of the governmental activities, the major fund, and the aggregate remaining fund information. That audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements as a whole. The 2016 information is presented for purposes of additional analysis and is 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 2016 basic financial statements. The information on pages 43 through 44 has been subjected to the auditing procedures applied in the audit of those 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 2016 information is fairly stated in all material respects in relation to the basic financial statements from which they have been derived.

The General Fund-budgetary comparison schedule-revenues and the General Fund-budgetary comparison schedule-expenditures have not been subjected to auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion or provide any assurance on them.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2018, on our consideration of the Lafayette Parish Convention and Visitors 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 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 Lafayette Parish Convention and Visitors Commission's internal control over financial reporting and compliance.

***Champagne & Company, LLC***  
Certified Public Accountants

Breaux Bridge, Louisiana  
June 6, 2018

## **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Statement of Net Position  
December 31, 2017

ASSETS

Current assets:

Cash and investments	\$ 4,294,912
Taxes receivable	244,091
Accounts receivable	1,119
Prepaid items	160,768
Lease deposit	350
Total current assets	<u>4,701,240</u>

Noncurrent assets:

Capital assets, net	<u>298,288</u>
Total assets	<u>4,999,528</u>

DEFERRED OUTFLOWS OF RESOURCES

374,794

LIABILITIES

Current liabilities:

Accounts payable	14,533
Payroll liabilities	<u>2,479</u>
Total current liabilities	<u>17,012</u>

Noncurrent liabilities:

Net pension Liability	286,657
Compensated absences payable	<u>6,239</u>
Total noncurrent liabilities	<u>292,896</u>

Total liabilities

309,908

DEFERRED INFLOWS OF RESOURCES

50,828

NET POSITION

Investment in capital assets	298,288
Unrestricted	<u>4,715,298</u>
Total net position	<u>\$ 5,013,586</u>

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

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Statement of Activities  
For the Year Ended December 31, 2017

Expenses:

Culture and recreation -

Personnel	\$ 1,185,335
Administrative and public affairs	297,144
Tourism program	1,252,601
Convention program	270,465
Membership	3,205
Winter visitor marketing	29,862
Film commission program	778
Sports events	179,136
Gateway	80,000
Festival promotion	102,478
Local awareness	125,301
Parish external agency projects	143,330
Unplanned events	58,364
Total expenses	3,727,999

Program revenues:

Fees and service	23,850
Co-op programs	190,007
Operating grants and contributions	127,745
Total program revenues	341,602

Net program expense (3,386,397)

General revenues:

Accommodation taxes, levied for general purposes	3,102,236
Interest and investment earnings	42,455
Intergovernmental revenue	10,282
Total general revenues	3,154,973

Change in net position (231,424)

Beginning net position 5,245,010

Ending net position \$ 5,013,586

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

**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTION - GOVERNMENTAL FUND**

### **MAJOR FUND**

#### **General Fund**

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Balance Sheet  
Governmental Fund  
December 31, 2017

ASSETS

Cash and investments	\$ 4,294,912
Taxes receivable	244,091
Accounts receivable	1,119
Prepaid items	160,768
Lease deposit	350
Total assets	<u>\$ 4,701,240</u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 14,533
Payroll liabilities	2,479
Total liabilities	<u>17,012</u>
Fund balance:	
Nonspendable	160,768
Restricted	-
Committed	2,000,000
Assigned	-
Unassigned	2,523,460
Total fund balance	<u>4,684,228</u>
Total liabilities and fund balance	<u>\$ 4,701,240</u>

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

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
December 31, 2017

Total fund balance for the governmental fund at December 31, 2017		\$ 4,684,228
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Buildings and improvements, net of \$366,090 accumulated depreciation	\$ 269,621	
Equipment, net of \$134,552 accumulated depreciation	<u>28,667</u>	298,288
General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. The debt is:		
Compensated absences payable	(6,239)	
Net pension liability	(286,657)	
Deferred outflows of resources	374,794	
Deferred inflows of resources	<u>(50,828)</u>	
		<u>31,070</u>
Total net position of governmental activities at December 31, 2017		<u>\$ 5,013,586</u>

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

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund  
For the Year Ended December 31, 2017

Revenues:	
Taxes	\$ 3,102,236
State grants	127,745
Fees and service	23,850
Co-op programs	190,007
Interest	<u>42,455</u>
Total revenues	<u>3,486,293</u>
Expenditures:	
Current -	
Culture and recreation:	
Personnel	1,118,236
Administrative and public affairs	268,796
Tourism program	1,252,601
Convention program	270,465
Membership	3,205
Winter visitor marketing	29,862
Film commission program	778
Sports events	179,136
Gateway	80,000
Festival promotion	102,478
Local awareness	125,301
Parish external agency projects	143,330
Unplanned events	58,364
Capital outlay	<u>3,282</u>
Total expenditures	<u>3,635,834</u>
Deficiency of revenues over expenditures	(149,541)
Fund balance, beginning of year	<u>4,833,769</u>
Fund balance, end of year	<u>\$ 4,684,228</u>

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

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended December 31, 2017

Total net change in fund balance at December 31, 2017	
Statement of Revenues, Expenditures, and Changes in Fund Balance	\$ (149,541)

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balance	\$ 3,282	
Depreciation expense for the year ended December 31, 2017	(28,348)	(25,066)

Governmental funds record long-term debt in the General Long-Term Debt Account Group as opposed to recording debt activity in the fund financial statements. However, in the statement of activities, the debt and related expenses are reported.

(88)

Effect of GASB 68 (revenues less expenses)		(56,729)
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Total change in net position at December 31, 2017 per Statement of Activities	\$ (231,424)
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The accompanying notes are an integral part of the basic financial statements.

## **FUND DESCRIPTION - FIDUCIARY FUND**

### **AGENCY FUND**

The following fund is reflected in the statement of fiduciary net position.

### **Visitor Enterprise Fund**

To account for funds appropriated by the Louisiana State Treasury.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Statement of Fiduciary Net Position - Agency Fund  
December 31, 2017

Assets	
Cash and cash equivalents	<u>\$ 45,759</u>
Liabilities	
Due to others	<u>\$ 45,759</u>

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

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The Lafayette Parish Convention and Visitors Commission (hereafter referred to as the "Commission") has been created by and in accordance with provisions of Act 38 of the State of Louisiana of 1974, Lafayette Parish Ordinance No. 277 of 1974, for the purpose of promoting the Convention and Visitors Industry of the Lafayette Parish area to the greatest possible extent.

The accompanying financial statements of the Commission have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. GASB is the accepted standard-setting body for establishing governmental and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent sections of this note.

The accounting and reporting policies of the Commission conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the industry audit guide, *Audits of States and Local Governments*.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

This report includes all funds and account groups which are controlled by or dependent on the Commission and legislative branches (the President and Board of Commissioners). Control by or dependence on the Commission was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibility.

Based on the foregoing criteria, certain units of local government over which the Commission exercises no oversight responsibility, such as the parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from that of the Commission.

The Commission is governed by a Board of Commissioners composed of nine members. One member is appointed by the Acadiana Hotel-Motel Association; one member is appointed by the Restaurant Association; one member is appointed by the Retail Merchants Association; one member is appointed by the President of the Lafayette Parish Consolidated Government; four members are appointed by the Lafayette Parish Consolidated Government; and one member is appointed by One Acadiana (formerly the Greater Lafayette Chamber of Commerce).

The Commission is considered a related organization of the Lafayette City – Parish Consolidated Government. The Government is responsible for appointing members to the Board of Commissioners but the Government's accountability does not extend beyond making these appointments.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity, except the fiduciary funds. The Commission has no business-type activities.

The statement of activities presents a comparison between program revenues of the Commission and the cost of the function. Program revenues are derived directly from Commission users as a fee for services. Revenues that are not classified as program revenues, including taxes, are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the Commission are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the Commission are classified into two categories – governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the Commission or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The fund of the Commission considered to be a major fund is described below:

Governmental Fund -

General Fund

The General Fund is the principal fund of the Commission and is used to account for all and report all financial resources of the Commission. General operating expenditures are paid from this fund.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Additionally, the Commission reports the following fund type:

Fiduciary Fund –

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds with the Commission. The fund accounted for in this category for the Commission is an agency fund. The agency fund is as follows:

Visitor Enterprise Fund - To account for funds appropriated by the Louisiana State Treasury.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, change in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with these activities are reported. Government-wide fund equity is classified as net position.

In the fund financial statements, the current financial resources measurement focus is used. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within 60 days of the end of the year, excluding the BP grant program. For the BP grant program, the government uses 18 months as the availability period. Fiduciary funds are presented on the cash basis of accounting, which approximates the modified accrual basis of accounting.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Equity

Cash, interest-bearing deposits, and investments

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts and money market mutual fund investments of the Commission.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received.

Capital Assets

The accounting treatment for buildings, improvements and equipment (capital assets) depends on whether they are reported in the government-wide or fund financial statements.

In the government-wide financial statements, capital assets are capitalized at historical cost, or estimated historical cost if actual is unavailable, except for donated fixed assets, which are recorded at their estimated fair value at the date of donation. Interest costs are not capitalized as they relate to fixed assets. The Commission's threshold for capitalization is \$1,000.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings and improvements	20-40 years
Equipment and vehicles	5-15 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Compensated Absences

Employees of the Commission's office earn from 12 to 18 days per year of vacation leave depending on length of service. In addition, employees earn 12 days of sick leave each year. Employees, with the exception of the Executive Director, shall

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

be allowed to carry over one-third of their vacation leave earned during the current calendar year. The Executive Director is allowed to carryover all vacation leave earned. Sick leave may be accumulated to a maximum of 130 days; however, sick leave is not payable upon termination. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are recorded in the government-wide statements as long-term debt. An employee who has depleted his/her accumulated sick and annual leave as a result of a seriously incapacitating and extended illness or injury may ask to receive donations of sick leave from other employees through the Sick Leave Bank (Medical Leave Assistance Program) in order that the ill/injured employee may receive income during the period when they are unable to work. The employee must have been with the Commission a minimum of six months.

Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

Equity Classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

In the fund statements, governmental fund equity is classified as fund balance. Fund balance of the governmental fund is classified as follows:

*Nonspendable* – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted* – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* – amounts that can be used only for specific purposes determined by a formal action of the Board of Commissioners. The Board of Commissioners is the highest level of decision-making authority for the Lafayette Parish Convention and Visitors Commission. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by Board of Commissioners.

*Assigned* – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Lafayette Parish Convention and Visitors Commission’s adopted policy, only the Board of Commissioners may assign amounts for specific purposes.

*Unassigned* – all other spendable amounts.

As of December 31, 2017 , fund balances are composed of the following:

	General Fund
Nonspendable:	
Prepaid items	\$ 160,768
Restricted:	-
Committed:	
Office building remodeling/relocation	2,000,000
Assigned:	-
Unassigned:	2,523,460
Total fund balances	\$ 4,684,228

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Lafayette Parish Convention and Visitors Commission considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Lafayette Parish Convention and Visitors Commission considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Commissioners has provided otherwise in its commitment or assignment actions.

E. Prepaid Items

Payments made to vendors for services that will benefit periods beyond December 31, 2017 are recorded as prepaid items.

F. Expenditures

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified by character. In the fund financial statements, governmental funds report expenditures of financial resources.

G. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions. Those estimates affect the reported amounts of assets and liabilities.

(2) Cash and Investments

Under state law, the Commission may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Commission may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2017, the Commission has cash and interest bearing deposits (book balances) totaling \$680,871, of which \$45,759 is attributable to nonmajor fiduciary funds, which are not presented in the statement of net position.

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Commission's deposits may not be recovered or will not be able to recover the collateral securities that are in the possession of an outside party. 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 pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit within the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at December 31, 2017, are secured as follows:

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Bank balances	<u>\$ 782,583</u>
At December 31, 2017 the deposits are secured as follows:	
Federal deposit insurance	\$ 250,000
Pledged securities	<u>532,583</u>
Total	<u>\$ 782,583</u>

Deposits in the amount of \$532,583 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institution's trust department or agent, but no the Commission's name. The Commission does not have a policy for custodial credit risk.

At December 31, 2017, the Commission has one money market mutual fund investment. This investment is composed of Treasury bills, notes, and other obligations that are fully guaranteed as to payment by the United States government. Because of the safety of this investment, this investment takes exception to state law requiring security of federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The Commission had only one investment on which GASB Statement No. 31 applied. This investment was an investment in LAMP, which is also considered to be a money market mutual fund investment identified in the preceding sentences. GASB Statement No. 31 requires that investments, that fall within the definitions of said statement, be recorded at fair value. However, Statement No. 31 also states that investments in an external investment pool can be reported at amortized cost if the external investment pool operates in a manner consistent with the Security Exchange Commission's (SEC's) Rule 2a7. LAMP is an external investment pool that operates in a manner consistent with SEC Rule 2a7. LAMP is also regulated by the Treasury of the State of Louisiana and fair value of the position in the pool is the same as the value of pool shares.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No, 512, Act 701) enacted LSA-R.S. 33:2955 (a) (1) (h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's investment guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

At December 31, 2017, the Commission's investment, at cost, is \$3,659,800. The amortized cost of this investment at December 31, 2017 is \$3,665,598. Because cost approximates amortized cost, the carrying value was not adjusted.

(3) Taxes Receivable

The balance in taxes receivable of \$244,091 at December 31, 2017 represents the Commission's portion of the accommodation tax collected in December by the parish tax collector.

(4) Capital Assets

Capital asset activity for the year ended December 31, 2017 was as follows:

	<u>Balance</u> <u>01/01/17</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/17</u>
Governmental activities:				
Capital assets being depreciated:				
Buildings and improvements	\$ 635,711	-	-	\$ 635,711
Equipment	<u>159,937</u>	<u>3,282</u>	-	<u>163,219</u>
Totals	<u>795,648</u>	<u>3,282</u>	-	<u>798,930</u>
Less accumulated depreciation				
Buildings and improvements	(349,644)	(16,446)	-	(366,090)
Equipment	<u>(122,650)</u>	<u>(11,902)</u>	-	<u>(134,552)</u>
Total accumulated depreciation	<u>(472,294)</u>	<u>(28,348)</u>	-	<u>(500,642)</u>
Governmental activities, capital assets, net	<u>\$ 323,354</u>	<u>\$ (25,066)</u>	<u>\$ -</u>	<u>\$ 298,288</u>

Depreciation expense was charged to governmental activities as follows:

Administration and public affairs	<u>\$ 28,348</u>
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LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

(5) Changes in Long-Term Liabilities

The following is a summary of compensated absences transactions of the Commission for the year ended December 31, 2017. Because this relates to governmental activities, payments are made from the general fund.

	Balance 01/01/17	Additions	Reductions	Balance 12/31/17
Compensated absences	\$ 6,151	\$ 88	\$ -	\$ 6,239

(6) Leasing Arrangements

The Commission has one operating lease agreement for the lease of a vehicle. The lease was initiated in 2015 for a term of four years. Rental expense for the year ended December 31, 2017 was \$9,799. The following is a schedule of minimum future rentals for the operating lease as of December 31, 2017:

Year Ended December 31,	Total
2018	\$ 8,220
2019	3,425
Total	\$ 11,645

(7) Risk Management

The Commission is exposed to risks of loss in the areas of general and auto liability, property hazards, and workers' compensation. Those risks are handled by purchasing commercial insurance. There have been no significant reductions in insurance coverage during the current fiscal year nor have settlements exceeded coverage for any of the past three fiscal years.

(8) Board of Commissioners' Compensation

No per diem or other compensation was paid to commissioners of the Lafayette Parish Convention and Visitors Commission for the year ended December 31, 2017.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

(9) Change in Agency Fund Balance

Change in agency fund balance due to others is as follows:

	<u>Visitor Enterprise Fund</u>
Balance, December 31, 2016	\$ 41,847
Additions	200,458
Reductions	<u>(196,546)</u>
Balance, December 31, 2017	<u>\$ 45,759</u>

(10) Pension Plan/GASB 68

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System of Louisiana and additions to/deductions from the Retirement System's fiduciary net position have been determined on the same basis as they are reported by the Retirement System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Summary of Significant Accounting Policies:

The Parochial Employees' Retirement System of Louisiana prepares its employer pension schedules in accordance with Governmental Accounting Statement No. 68—*Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*. GASB Statement No. 68 establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense, and amortization periods for deferred inflows and deferred outflows.

Basis of Accounting:

The System's employer pension schedules are prepared using the accrual basis of accounting. Member's earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of December 31, 2016.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

System Employees:

The System is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to the System's employees is allocated to the remaining employers based on their respective employer allocation percentage.

Plan Fiduciary Net Position:

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts.

Plan Description:

The Lafayette Parish Convention and Visitors Commission participates in a cost sharing multiple employer defined benefit pension plan administered by the Parochial Employees' Retirement System of Louisiana. The System was established and provided for by R.S.11:1901 of the Louisiana Revised Statute (LRS). The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System. Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2016. Access to the audit report can be found on the System's website: [www.persla.org](http://www.persla.org) or on the Office of Louisiana Legislative Auditor's official website: [www.la.state.la.us](http://www.la.state.la.us).

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to these appropriate statutes for more complete information.

Eligibility Requirements:

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Retirement Benefits:

Any member can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member shall consist of an amount equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits:

Upon the death of any member with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Deferred Retirement Option Plan:

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Disability Benefits:

A member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.

Cost of Living Increases:

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Employer Contributions:

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2016, the actuarially determined contribution rate was 10.52% of member's compensation. However, the actual rate for the fiscal year ending December 31, 2016 was 13.00%.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

Employer Allocations:

The schedule of employer allocations reports the historical employer contributions, in addition to the employer allocation percentage for each participating employer. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Parochial Employees' Retirement System of Louisiana. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contribution to the plan during the fiscal year ended December 31, 2016 as compared to the total of all employers' contributions received by the plan during the fiscal year ended December 31, 2016.

Pension liabilities, Pension expense, Deferred outflows of resources, and Deferred inflows of resources related to pensions:

At December 31, 2017, the Commission reported a liability of \$286,657 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Commission's proportion was .139187% which was a decrease of .003363% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2017, the Commission recognized pension expense of \$169,969 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$958.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

At December 31, 2017, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experiences	\$ -	\$ 50,162
Net difference between projected and actual earnings on pension plan investments	222,457	-
Changes of assumptions	54,424	-
Change in proportion and differences between Employer contributions and proportionate share of contributions	(4,087)	666
Employer contributions subsequent to the measurement date	<u>102,000</u>	<u>-</u>
Total	<u>\$ 374,794</u>	<u>\$ 50,828</u>

Deferred outflows of resources of \$102,000 related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

<u>Fiscal Year Ended</u>	
12/31/2018	\$ 82,997
12/31/2019	89,257
12/31/2020	58,418
12/31/2021	<u>(8,706)</u>
	\$ 221,966

Contributions-proportionate share:

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

Actuarial Assumptions:

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2016 are as follows:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Expected Remaining Service Lives	4 years
Investment Rate of Return	7.00%, net of investment expense, including inflation
Projected Salary Increases	5.25% (2.75% Merit, 2.50% Inflation)

Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
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Mortality	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables was selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.
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The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Healthy Annuity Mortality Sex Distinct Tables (set forward two years for males and set

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

forward one year for females) projected to 2031 using AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back 4 years for males and 3 years for females was used.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.66% for the year ended December 31, 2016.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real assets	2%	0.12%
Totals	100%	5.66%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.66%

Discount Rate:

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

Sensitivity of the employer's proportionate share of the net pension liability to changes in the discount rate:

The following presents the net pension liability of the participating employers calculated using the discount rate of 7.00%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.00% or one percentage point higher 8.00% than the current rate.

	Changes in Discount Rate		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Employer's Proportionate share of Net Pension Liability	\$ 857,508	\$ 286,657	\$(196,014)

Change in Net Pension Liability:

The changes in the net pension liability for the year ended December 31, 2017 were recognized in the current reporting period as pension expense except as follows:

- A. Differences between expected and actual experience: Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred inflow of resources in the amounts of \$50,162 for the year ended December 31, 2017.
  
- B. Differences between projected and actual investment earnings: Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amounts of \$222,457 for the year ended December 31, 2017.
  
- C. Change of assumptions or other inputs: Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$54,424 for the year ended December 31, 2017.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to Basic Financial Statements (continued)

D. Change in Proportion: Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense/ (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The change in proportion resulted in a deferred outflow of (\$4,087) and a deferred inflow of \$666 for the year ended December 31, 2017.

(11) Act 706 - Schedule of Compensation, Reimbursements, Benefits and Other Payments to Entity Head

Under Act 706, the Lafayette Parish Convention and Visitors Commission is required to disclose the compensation, reimbursements, benefits, and other payments made to the Executive Director, in which the payments are related to the position. The following is a schedule of payments made to the Executive Director as of December 31, 2017:

Agency Head Name:

Benjamin J. Berthelot, Executive Director

Salary	\$ 145,800
Benefits - insurance	8,229
Benefits - retirement	17,550
Benefits - vehicle lease	8,220
Reimbursements	<u>216</u>
Total	<u>\$ 180,015</u>

(12) Subsequent Events

The Commission purchased a new office building in March of 2018 for approximately \$633,000. This purchase was paid for with existing funds.

**REQUIRED  
SUPPLEMENTARY INFORMATION**

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule  
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>				
Taxes	\$ 3,150,000	\$ 3,150,000	\$ 3,102,236	\$ (47,764)
State grants	-	-	127,745	127,745
Fees and service	30,000	30,000	23,850	(6,150)
Co-op programs	75,000	75,000	190,007	115,007
Interest	8,000	8,000	42,455	34,455
Total revenues	<u>3,263,000</u>	<u>3,263,000</u>	<u>3,486,293</u>	<u>223,293</u>
<b>Expenditures:</b>				
Current -				
Culture and recreation:				
Personnel	1,081,000	1,081,000	1,118,236	(37,236)
Administrative and public affairs	294,000	294,000	268,796	25,204
Tourism program	1,004,500	1,204,500	1,252,601	(48,101)
Convention program	232,500	290,000	270,465	19,535
Membership	4,000	4,000	3,205	795
Winter visitor marketing	41,000	31,000	29,862	1,138
Film commission program	10,000	1,000	778	222
Sports events	124,000	187,000	179,136	7,864
Gateway	98,000	98,000	80,000	18,000
Festival promotion	77,000	107,000	102,478	4,522
Local awareness	62,000	130,500	125,301	5,199
Parish external agency projects	160,000	160,000	143,330	16,670
Unplanned events	75,000	75,000	58,364	16,636
Capital outlay	-	-	3,282	(3,282)
Total expenditures	<u>3,263,000</u>	<u>3,663,000</u>	<u>3,635,834</u>	<u>27,166</u>
Deficiency of revenues over expenditures	-	(400,000)	(149,541)	250,459
Fund balance, beginning of year	<u>4,833,769</u>	<u>4,833,769</u>	<u>4,833,769</u>	-
Fund balance, end of year	<u>\$ 4,833,769</u>	<u>\$ 4,433,769</u>	<u>\$ 4,684,228</u>	<u>\$ 250,459</u>

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Schedule of Employer's Share of Net Pension Liability  
For the Year Ended December 31, 2017

Year Ended Dec 31,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll Obligation	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.00136450000	\$ 37,307	783,606	4.76%	99.15%
2016	0.00142550000	\$ 375,233	825,452	45.46%	92.23%
2017	0.00139187000	\$ 286,657	816,390	35.11%	94.15%

\* The amounts presented have a measurement date of the previous fiscal year end.

*This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Schedule of Employer Contributions  
For the Year Ended December 31, 2017

Year ended Dec 31,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2015	\$ 118,512	\$ 118,512	\$ -	\$ 817,325	14.50%
2016	\$ 104,613	\$ 104,613	\$ -	\$ 783,606	13.35%
2017	\$ 102,000	\$ 102,000	\$ -	\$ 825,452	12.36%

*This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Notes to the Required Supplementary Information  
For the Year Ended December 31, 2017

(1) Budgetary Accounting

A budget for the General Fund is prepared on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally prepared or as amended by the Commission. All budgetary appropriations lapse at the end of each fiscal year.

(2) Pension Plan

Changes of Assumptions-Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**OTHER SUPPLEMENTARY INFORMATION**

**OTHER FINANCIAL INFORMATION**

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Balance Sheets  
Governmental Fund  
December 31, 2017

With Comparative Amounts for December 31, 2016

	2017	2016
<b>ASSETS</b>		
Cash and investments	\$ 4,294,912	\$ 4,366,246
Taxes receivable	244,091	286,535
Accounts receivable	1,119	1,594
Prepaid items	160,768	208,325
Lease deposit	350	350
Total assets	\$ 4,701,240	\$ 4,863,050
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities:		
Accounts payable	14,533	27,137
Payroll tax liabilities	2,479	2,144
Total liabilities	17,012	29,281
Fund balance:		
Nonspendable	160,768	208,325
Restricted	-	-
Committed	2,000,000	2,000,000
Assigned	-	-
Unassigned	2,523,460	2,625,444
Total fund balance	4,684,228	4,833,769
Total liabilities and fund balance	\$ 4,701,240	\$ 4,863,050

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Statements of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund  
For the Year Ended December 31, 2017  
With Comparative Amounts for the Year Ended December 31, 2016

	2017	2016
Revenues:		
Taxes	\$ 3,102,236	\$ 3,322,593
State funds and grants	127,745	145,642
Fees and service	23,850	25,700
Co-op programs	190,007	5,882
Interest	42,455	19,586
Total revenues	3,486,293	3,519,403
Expenditures:		
Current -		
Culture and recreation:		
Personnel	1,118,236	1,148,663
Administrative and public affairs	268,796	260,960
Tourism program	1,252,601	1,068,364
Convention program	270,465	301,656
Membership	3,205	1,922
Winter visitor marketing	29,862	40,947
Film commission program	778	10,658
Sports events	179,136	83,151
Gateway	80,000	64,650
Festival promotion	102,478	82,594
Local awareness	125,301	8,895
Parish external agency projects	143,330	34,870
Unplanned events	58,364	169,844
Capital outlay	3,282	-
Total expenditures	3,635,834	3,277,174
Excess (deficiency) of revenues over expenditures	(149,541)	242,229
Fund balance, beginning of year	4,833,769	4,591,540
Fund balance, end of year	\$ 4,684,228	\$ 4,833,769

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule - Revenues  
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Taxes:				
Hotel and motel tax	\$ 3,150,000	\$ 3,150,000	\$ 3,102,236	\$ (47,764)
Intergovernmental:				
State grants	-	-	127,745	127,745
Fees and services:				
Memberships	30,000	30,000	23,850	(6,150)
Miscellaneous:				
Co-op programs	75,000	75,000	190,007	115,007
Interest	8,000	8,000	42,455	34,455
	<u>83,000</u>	<u>83,000</u>	<u>232,462</u>	<u>149,462</u>
Total revenues	<u>\$ 3,263,000</u>	<u>\$ 3,263,000</u>	<u>\$ 3,486,293</u>	<u>\$ 223,293</u>

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule - Expenditures  
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Current:				
Culture and recreation:				
Personnel -				
Salaries	\$ 830,000	\$ 830,000	\$ 882,120	\$ (52,120)
Payroll taxes	12,000	12,000	13,019	(1,019)
Hospitalization	123,000	123,000	121,097	1,903
Retirement	116,000	116,000	102,000	14,000
Total personnel	1,081,000	1,081,000	1,118,236	(37,236)
Administrative and public affairs -				
Collection - hotel and motel tax	15,000	15,000	19,054	(4,054)
Insurance and bonding	17,000	17,000	20,574	(3,574)
Telephone and telegraph	16,000	16,000	17,716	(1,716)
Utilities and sanitation service	16,000	16,000	13,915	2,085
Janitorial service	24,000	24,000	16,853	7,147
Equipment rental	6,000	6,000	2,802	3,198
Office supplies and equipment	32,000	32,000	34,713	(2,713)
Postage	40,000	40,000	25,032	14,968
Auto lease	14,000	14,000	9,799	4,201
Accounting	22,000	22,000	23,875	(1,875)
Legal and administrative advertising	4,000	4,000	8,208	(4,208)
Professional membership	16,000	16,000	22,942	(6,942)
Uniforms	1,000	1,000	-	1,000
Staff education	1,000	1,000	360	640
Web development	70,000	70,000	52,953	17,047
Total administrative and public affairs	294,000	294,000	268,796	25,204
Tourism program -				
BP 2017 Grant	-	90,000	91,175	(1,175)
Magazine and newspaper advertising	450,500	560,500	571,015	(10,515)
Outdoor advertising	40,000	40,000	36,597	3,403
Printed literature	25,000	25,000	36,601	(11,601)
Special promotional aids	35,000	35,000	11,279	23,721
Allons content	25,000	25,000	28,587	(3,587)
Promotional - events, tours, shows	240,000	240,000	270,820	(30,820)
Services for visitors	9,000	9,000	7,008	1,992
Travel by staff	60,000	60,000	76,360	(16,360)

(continued)

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule - Expenditures (continued)  
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Auto gas and oil	\$ 3,000	\$ 3,000	\$ 2,065	\$ 935
Professional memberships	9,000	9,000	3,969	5,031
SEM/SEO	104,000	104,000	116,485	(12,485)
Staff education	4,000	4,000	640	3,360
Total tourism program	<u>1,004,500</u>	<u>1,204,500</u>	<u>1,252,601</u>	<u>(48,101)</u>
Convention program -				
Magazine and newspaper advertising	30,000	40,000	45,584	(5,584)
Outdoor advertising	17,000	17,000	17,877	(877)
Printed literature	8,000	8,000	6,062	1,938
Specialty promotional aids	20,000	20,000	8,938	11,062
Promotional - events, tours, shows	30,000	30,000	19,503	10,497
Services for conventions and meetings	7,000	7,000	1,880	5,120
Travel by staff	12,000	12,000	12,550	(550)
Auto gas and oil	3,000	3,000	1,478	1,522
Entertainment by staff and commissioner	1,000	1,000	-	1,000
Convention assistance program	100,000	145,000	145,500	(500)
Professional memberships	3,500	6,000	10,993	(4,993)
Staff education	1,000	1,000	100	900
Total convention program	<u>232,500</u>	<u>290,000</u>	<u>270,465</u>	<u>19,535</u>
Membership program -				
Entertainment by staff	500	500	-	500
Travel by staff	100	100	-	100
Printed literature	3,000	3,000	3,205	(205)
Staff education	200	200	-	200
Professional memberships	200	200	-	200
Total membership program	<u>4,000</u>	<u>4,000</u>	<u>3,205</u>	<u>795</u>
Winter visitor marketing program -				
Magazine and newspaper advertising	30,000	31,000	29,862	1,138
Promotional - events, tours, shows	6,500	-	-	-
Printed literature	2,500	-	-	-
Travel by staff	2,000	-	-	-
Total winter visitor marketing program	<u>41,000</u>	<u>31,000</u>	<u>29,862</u>	<u>1,138</u>

(continued)

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule - Expenditures (continued)  
For the Year Ended December 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Film commission program -				
Printed literature	\$ -	\$ 1,000	\$ 778	\$ 222
Video coordination	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total film commission program	<u>10,000</u>	<u>1,000</u>	<u>778</u>	<u>222</u>
Sports events -				
Printed literature	5,000	8,000	7,753	247
Promotional - events, tours, shows	115,000	171,000	163,816	7,184
Travel by staff	4,000	3,000	2,567	433
Cycle Zydeco	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Total sports events	<u>124,000</u>	<u>187,000</u>	<u>179,136</u>	<u>7,864</u>
Gateway -				
Contributions to Gateway project	<u>98,000</u>	<u>98,000</u>	<u>80,000</u>	<u>18,000</u>
Festival promotion program -				
Promotional - events, shows	5,000	10,000	10,090	(90)
Specialty promotional items	2,000	-	-	-
Printed literature	<u>70,000</u>	<u>97,000</u>	<u>92,388</u>	<u>4,612</u>
Total festival promotion program	<u>77,000</u>	<u>107,000</u>	<u>102,478</u>	<u>4,522</u>
Local awareness -				
Eat Lafayette	50,000	129,000	124,336	4,664
Printed literature	4,000	500	322	178
Promotional - events, tours, shows	<u>8,000</u>	<u>1,000</u>	<u>643</u>	<u>357</u>
Total local awareness program	<u>62,000</u>	<u>130,500</u>	<u>125,301</u>	<u>5,199</u>

(continued)

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana  
General Fund

Budgetary Comparison Schedule - Expenditures (continued)  
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Parish external agency projects -				
Arts promotion and development	\$ 60,000	\$ 60,000	\$ 82,757	\$ (22,757)
Lafayette parish promotion	100,000	100,000	60,573	39,427
Total parish external agency projects	<u>160,000</u>	<u>160,000</u>	<u>143,330</u>	<u>16,670</u>
Unplanned events -				
Office repairs & maintenance	25,000	25,000	27,318	(2,318)
Future projects	50,000	50,000	31,046	18,954
Total unplanned events	<u>75,000</u>	<u>75,000</u>	<u>58,364</u>	<u>16,636</u>
Total culture and recreation	<u>3,263,000</u>	<u>3,663,000</u>	<u>3,632,552</u>	<u>30,448</u>
Capital outlay -				
Equipment	-	-	3,282	(3,282)
Total capital outlay	<u>-</u>	<u>-</u>	<u>3,282</u>	<u>(3,282)</u>
Total expenditures	<u>\$3,263,000</u>	<u>\$3,663,000</u>	<u>\$3,635,834</u>	<u>\$ 27,166</u>

**INTERNAL CONTROL,  
COMPLIANCE,  
AND OTHER  
MATTERS**

# Champagne & Company, LLC

## Certified Public Accountants

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### 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 President and Members of  
the Board of Commissioners  
Lafayette Parish Convention  
and Visitors Commission  
Lafayette, 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, the major fund, and the aggregate remaining fund information of the Lafayette Parish Convention and Visitors Commission, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Lafayette Parish Convention and Visitors Commission's basic financial statements and have issued our report thereon dated June 6, 2018.

#### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Lafayette Parish Convention and Visitor 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 Lafayette Parish Convention and Visitors Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lafayette Parish Convention and Visitors 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.

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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control described in the accompanying schedule of prior and current audit findings and management's corrective action plan as items 2017-001 and 2017-002 to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Lafayette Parish Convention and Visitors Commission'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*.

### **Lafayette Parish Convention and Visitors Commission's Response to Findings**

The Commission's response to the findings identified in our audit is described in the accompanying schedule of prior and current audit findings and management's corrective action plan. The Commission's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

***Champagne & Company, LLC***

Certified Public Accountants

Breaux Bridge, Louisiana  
June 6, 2018

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Schedule of Prior and Current Audit Findings and  
Management's Corrective Action Plan  
Year Ended December 31, 2017

I. Prior Year Findings:

Internal Control over Financial Reporting

Item 2016-001 – Inadequate Segregation of Accounting Duties

Finding:

Due to the small number of employees, the Commission did not have adequate segregation of functions within the accounting system.

Status:

Unresolved. See item 2017-001.

Item 2016-002 – Inadequate Controls over Financial Statement Preparation

Finding:

The Commission does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

Status:

Unresolved. See item 2017-002.

Compliance and Other Matters

There were no findings to be reported under the above section.

Management Letter Items

There were no management letter items at December 31, 2016.

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Schedule of Prior and Current Audit Findings and  
Management's Corrective Action Plan (Continued)  
Year Ended December 31, 2017

II. Current Year Findings and Management's Corrective Action Plan:

Internal Control Over Financial Reporting

Item 2017-001 – Inadequate Segregation of Accounting Duties; Year Initially Occurred--Unknown

Condition and Criteria:

The Commission did not have adequate segregation of functions within the accounting system.

Effect:

This condition represents a material weakness in the internal control of the Commission.

Cause:

The condition resulted because of the small number of employees in the accounting department.

Recommendation:

No plan is considered necessary due to the fact that it would not be cost effective to implement a plan.

Management's Corrective Action Plan:

Mr. Ben Berthelot, Executive Director, has determined that it is not feasible to achieve adequate segregation of functions within the accounting system. No action is considered necessary.

Item 2017-002 – Inadequate Controls over Financial Statement Preparation; Year Initially Occurred—Unknown

Condition and Criteria:

The Commission does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

(continued)

LAFAYETTE PARISH CONVENTION AND VISITORS COMMISSION  
Lafayette, Louisiana

Schedule of Prior and Current Audit Findings and  
Management's Corrective Action Plan (Continued)  
Year Ended December 31, 2017

Effect:

This condition represents a material weakness in the internal control of the Commission.

Cause:

The condition resulted because the Commission's personnel do not have the qualifications and training to apply GAAP in recording the entity's financial transactions or preparing the financial statements.

Recommendation:

The Commission should consider outsourcing this task to its independent auditors and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

Management's Corrective Action Plan:

Mr. Ben Berthelot, Executive Director, has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interest of the government to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

Compliance and Other Matters

There are no findings required to be reported under the above section.

Management Letter Items

There are no management letter items at December 31, 2017.

**LAFAYETTE PARISH CONVENTION  
AND VISITORS COMMISSION**

**Lafayette, Louisiana**

**Statewide Agreed-Upon Procedures Report**

Year Ended December 31, 2017

# Champagne & Company, LLC

## Certified Public Accountants

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### INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Management of Lafayette Parish Convention and Visitor's Commission,

We have performed the procedures enumerated below, which were agreed to by the management of Lafayette Parish Convention and Visitor's Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Lafayette Parish Convention and Visitor's Commission's compliance with certain laws, regulations and best practices during the year ended December 31, 2017. Management of Lafayette Parish Convention and Visitor's Commission is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

#### ***Written Policies and Procedures***

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

- 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 above with the exception of how vendors are added to the vendor list.*

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

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

- d) ***Receipts***, including receiving, recording, and preparing deposits

*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, and (5) monitoring card usage

*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 above with the exception of dollar thresholds by category of expense.*

- 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. Note: Ethics requirements are not applicable to nonprofits.

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

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

*Written policies and procedures do not address the functions noted above. However, the Commission does not currently have debt nor issue debt on a regular basis.*

### **Board (or Finance Committee, if applicable)**

---

- 2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

*Obtained and reviewed minutes of the managing board for the fiscal period noting that the board met monthly.*

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

*Obtained and reviewed minutes of the managing board for the fiscal period noting that the minutes included monthly budget-to-actual comparisons for the major funds.*

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

*There was no deficit spending noted.*

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.)

*Obtained and reviewed the minutes of the managing board for the fiscal period noting that there were approvals of contracts/disbursements.*

### ***Bank Reconciliations***

---

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

*Obtained listing of client bank accounts from management and management's representation that listing is complete.*

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

*No exceptions noted.*

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

*Obtained bank statements and reconciliations for all months in the fiscal period noting no evidence of board member review.*

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

*Obtained bank statements and reconciliations for all months in the fiscal period noting that management did not have documentation for two bank reconciliations of research for items that have been outstanding for more than 6 months.*

### ***Collections***

---

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

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

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

*Written documentation was obtained and persons responsible for collecting cash are not bonded due to the minimal cash collected; persons responsible for collecting cash do not record transactions, reconcile the bank account, or share a cash drawer. However, persons collecting cash are responsible for depositing cash in the bank. The Commission does have a 'crime insurance policy' which is considered a compensating control.*

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

*No exceptions noted.*

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

*There was one exception where a collection date containing 1 deposit was not deposited until 2 business days after the collection date. However, the deposit amount did not exceed the Commission's "excessive cash" policy, so a daily deposit was not required.*

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

*No exceptions noted.*

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

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

#### Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

*Listing of disbursements and management's representation that the listing is complete was obtained.*

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

*No exceptions noted.*

b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

*No exceptions noted.*

c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

*No exceptions noted.*

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

*The person responsible for processing payments is not prohibited from adding vendors to the entity's purchasing/disbursement system.*

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

*Written policies and procedures do not prohibit the person with authority over disbursements from initiating or recording purchases.*

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

*No exceptions noted.*

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

*The Commission does not have a signature stamp/machine.*

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Listing of active credit cards, bank debit cards, fuel cards and name of person who maintain possession of cards and management's representation that the listing is complete was obtained.*

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

*Listing was obtained and randomly selected 7 cards.*

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

*Monthly statements were obtained and address the functions noted above. The President and CEO approves his own expenses.*

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

*No finance or late fees were assessed.*

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased)

*There were 6 out of 168 transactions tested that did not have an original receipt.*

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

*No exceptions noted.*

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

*No exceptions noted.*

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

*No exceptions noted.*

- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*No exceptions noted.*

### ***Travel and Expense Reimbursement***

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17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

*Listing of travel and expense reimbursements by person and management's representation that the listing is complete was obtained.*

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

*Policies were obtained. No amounts listed exceed GSA rates.*

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

*No exceptions noted.*

- b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

*No exceptions noted.*

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

*No exceptions noted.*

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

*No exceptions noted.*

- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*No exceptions noted.*

- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

### ***Contracts***

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- 20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

*Listing of all contracts in effect and management's representation that the listing is complete was obtained.*

- 21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

*Three of the five contracts tested did not have formal/written contracts. These were verbal arrangements instead.*

- b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

- If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

*None of the contracts were subject to the Louisiana Public Bid Law or Procurement Code.*

- If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

*No quotes were solicited as a best practice.*

- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

*There were no amendments to the contracts tested.*

- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

*No exceptions noted.*

- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

*No exceptions noted.*

### ***Payroll and Personnel***

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- 22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

*Listing of employees with their related salaries and management's representation that the listing is complete was obtained.*

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

*No exceptions noted.*

- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

*No exceptions noted.*

- 23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

*No exceptions noted.*

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

*No exceptions noted.*

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

*No exceptions noted.*

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

*Not applicable.*

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

*No exceptions noted.*

**Ethics (excluding nonprofits)**

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26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

*No exceptions noted.*

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

*Management asserted that they have received no allegations during the fiscal period.*

**Debt Service (excluding nonprofits)**

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

*Not applicable.*

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

*Not applicable.*

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

*Not applicable.*

***Other***

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*Management has asserted that the entity did not have any misappropriations of public funds or assets.*

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

*Required notices were posted on the entity's premises and website.*

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

*No exceptions noted.*

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Lafayette Parish Convention and Visitor's Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

***Champagne & Company, LLC***  
Certified Public Accountants

Breaux Bridge, Louisiana  
June 6, 2018

Lafayette Parish Convention and Visitor's Commission  
Lafayette, Louisiana

Management's Response to Statewide Agreed-upon Procedures  
For the Year Ended December 31, 2017

Management Response to Item:

- 1b, 10 Due to the limited number of staff within Lafayette Convention and Visitors Commission, efforts will be made to segregate duties in this area as much as possible.
- 1h Employees who possess an approved Lafayette Convention and Visitors Commission credit card should be using the credit card for all work-related travel expenses. For any reason, an employee is to use a personal card for travel expenses, the expense should not exceed \$500. For employees to receive travel expense reimbursement, they are required to submit all travel expense reimbursements on the Travel Expense Form with original receipts. The form is to be signed by the employee's supervisor or the President and CEO. If the expense reimbursement for travel is greater than \$500, the reimbursement must be approved by the President and CEO and an Executive Board Member.
- 4b Bank reconciliations will be properly completed, dated, and signed by both the preparer and reviewer monthly.
- 4c Outstanding transactions greater than six months will be researched and findings will be documented
- 6a Due to the limited number of staff within Lafayette Convention and Visitors Commission, efforts will be made to segregate duties in this area as much as possible. The Accounting Department prepares the deposit slip and the deposit slip with cash receipts are verified by the Administrative Manager or designee prior to being deposited at the financial institution.
- 6c Receipts are deposited weekly, unless an excessive amount of cash is on hand. Due to the limited number of staff, collections will be deposited in as timely of a manner as possible; but should not exceed a week.
- 11 & 15a Due to the limited number of staff who have signature authority on behalf of Lafayette Convention and Visitors Commission, the President and CEO, who has signature authority, also initiates and approves purchases. Efforts will be made to segregate duties in this area as much as possible.
- 16a An employee who possesses an approved Lafayette Convention and Visitors Commission credit card has signed a credit card agreement. The signed agreement holds the employee responsible for all credit card purchases, to provide the original credit card receipt with required documentation, and if the receipt is not provided, the employee is obligated to reimburse Lafayette Convention and Visitors Commission for the purchase.
- 21a & b Quotes as a best practice will be obtained for any "new" formal contracts or vendors providing a service. Two out of the three contracts were informal contracts. The services provided are a requirement by law and from single source vendors; therefore, no quotes were obtained.