

Highland Area Partnership Entity Name
Shreveport, Louisiana

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

March 26, 2020

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

Dear Ms. Fransen:

In accordance with Louisiana Revised Statute 24:513, enclosed are the Affidavit and Revenue Certification Form and the annual financial statements for my entity, as of and for the year ended December 31, 2019 (entity's year-end). The statements include all funds under the control of this entity. The accompanying financial statements have been prepared on the cash basis of accounting.

Sincerely,


Officer's Signature

____ Susie Chandler _____
Officer's Name

Enclosures

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

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

Affidavit and Revenue Certification

Highland Area Partnership ENTITY NAME
Caddo Parish
Shreveport, Louisiana (City), State

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

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

Personally came and appeared before the undersigned authority, SUSIE CHANDLER (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of HIGHLAND AREA PART. (enter entity name) as of December 31, 2019 (entity's year-end), and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, Susie Chandler who, duly sworn, deposes and says that Highland Area Partnership received \$75,000 or less in revenues and other sources for the year ended December 31, 2019, and accordingly, is not required to have an audit for the previously mentioned year.

Susie Chandler
Officer's Signature

Sworn to and subscribed before me this 27 day of MARCH, 20 .

NOTARY PUBLIC SIGNATURE & SEAL

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

Please Complete This Section
Officer's Name SUSIE CHANDLER
Officer's Title SEC - TREASURER
Address 290 RIDGE LN
City, Zip BOYLNE LA 71023
Ph: Cell/Land 318 347-4991
E-mail hiq08@gmail.com

Highland Area Partnership

(Agency Name)

**Statement of Cash Receipts and Disbursements
For the Year Ended December 31, 2019**

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
RECEIPTS (Provide Brief Description):			
1. Donations	\$ 12,266	\$	\$ 12,266
2. Sponsorships	17,370		17,370
3. Grants	27,846		27,846
4. Jazz & Blues Festival	13,848		13,848
5.			
6. Total receipts (add lines 1 - 5)	<u>\$ 71,330</u>	<u>\$</u>	<u>\$ 71,330</u>
DISBURSEMENTS (Provide Brief Description):			
7. Contract Labor	\$ 25,200	\$	\$ 25,200
8. Insurance	3,408		3,408
9. Jazz & Blues Festival	41,692		41,692
10.			
11.			
12.			
13. Total Disbursements (add lines 7 - 12)	<u>\$ 70,300</u>	<u>\$</u>	<u>\$ 70,300</u>
14. Change in fund balance (Lines 6 minus 13)	\$ 1,030	\$	\$ 1,030
15. Fund Balance at beginning of year	\$ 507	\$	\$ 507
16. Fund balance (deficit) at end of year (Add lines 14-15) --This amount also goes on line 12, Statement B	\$ 1,537	\$	\$ 1,537

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Highland Area Partnership _____

Balance Sheet, on December 31, 2019
(Year-End)

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
ASSETS (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$ 1,537	\$	\$ 1,537
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)			
4. Equipment (Cost of fax machine, etc)			
5. Other (brief description)			
6. Total Assets (add lines 1 - 5)	<u>\$ 1,537</u>	<u>\$</u>	<u>\$ 1,537</u>
LIABILITIES AND FUND BALANCE (at year-end):			
7. Liabilities (give brief description):			
8.	\$	\$	\$
9.			
10.			
11. Total Liabilities (add lines 7 - 10)			
12. Fund balance (amount from Line 16 on Statement A)	1,537		1,537
13. Other			
14. Total Liabilities and Fund Balance (add lines 11 - 13)	<u>\$ 1,537</u>	<u>\$</u>	<u>\$ 1,537</u>

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Highland Area Partnership (Agency Name)

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

For the Year Ended December 31, 2019 (Year-End)

Agency Head Name and Title: Emerie Gentry, Event Coordinator

Purpose	Dollar Amount
1. Salary	1.
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10.
11. Travel	11.
12. Registration fees	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other – Fundraising Fees	17. 13,500.
18. TOTAL (enter total of line 1-17)	18.

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

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