

ALLEN PARISH TOURIST COMMISSION  
ANNUAL FINANCIAL REPORT AND INDEPENDENT ACCOUNTANTS' REVIEW REPORT  
Year Ended December 31, 2024

## TABLE OF CONTENTS

	Page
INDEPENDENT ACCOUNTANTS' REVIEW REPORT	3-4
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of net position	7
Statement of activities	8
FUND FINANCIAL STATEMENTS (FFS)	
Balance sheet - governmental funds	10
Reconciliation of the governmental funds balance sheet to the statement of net position	11
Statement of revenues, expenditures and changes in fund balance-Governmental Funds	12
Reconciliation of the statement of revenues, expenditures, and changes in fund balance of governmental funds to the statement of activities	13
NOTES TO FINANCIAL STATEMENTS	14-21
REQUIRED SUPPLEMENTAL INFORMATION	
Budgetary comparison schedule – General Fund	23
OTHER INFORMATION	
Schedule of compensation, benefits and other payments to Chief Executive Officer	25
INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES	26-29
LOUISIANA ATTESTATION QUESTIONNAIRE	30-32

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

June 20, 2025

Board of Commissioners  
Allen Parish Tourist Commission  
Oberlin, LA

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Allen Parish Tourist Commission, a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2024, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

### **Accountants' Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Allen Parish Tourist Commission, a component unit of the Allen Parish Police Jury, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **Accountants' Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Other Information**

The accompanying schedule of compensation, benefits, and other payments to chief executive officer 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. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in

Board of Commissioners  
Allen Parish Tourist Commission  
June 20, 2025

order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the other information and do not express an opinion on such information.

**Required Supplemental Information**

Accounting principles generally accepted in the United States of America required that the following supplemental information be presented to supplement the basic financial statements:

**Budgetary Comparison Schedule**

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. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited such required supplemental information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

The Tourist Commission has not presented 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.

*Sharon, Candace: Gullery*

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)

# ALLEN PARISH TOURIST COMMISSION

## Statement of Net Position

December 31, 2024

<b>ASSETS</b>	
Cash	\$ 38,417
Taxes receivable	9,218
Prepaid expenses	5,491
Security deposits	150
Capital assets, net	1,027,120
Total assets	<u>1,080,396</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
	<u>-</u>
 <b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	2,774
Payroll taxes payable	1,987
Unearned revenue	0
Total liabilities	<u>4,761</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
	<u>-</u>
 <b>NET POSITION</b>	
Net investment in capital assets, net of related debt	1,027,120
Unrestricted	48,515
	<u>\$ 1,075,635</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

# ALLEN PARISH TOURIST COMMISSION

## Statement of Activities

Year Ended December 31, 2024

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Revenues (Expenses) and Changes in Net Position</u>
		<u>Hotel/Motel Use Tax</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:				
Tourism Administration	\$ 181,051	\$ 97,171	\$ 32,830	\$ (51,050)
Total	<u>\$ 181,051</u>	<u>\$ 97,171</u>	<u>\$ 32,830</u>	<u>(51,050)</u>
General revenues:				
				10,186
				14
				<u>10,200</u>
				(40,850)
				<u>1,116,485</u>
				<u>\$ 1,075,635</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.



## FUND FINANCIAL STATEMENTS (FFS)

# ALLEN PARISH TOURIST COMMISSION

## Balance Sheet - Governmental Funds

December 31, 2024

	2024	2023
ASSETS		
Cash	\$ 38,417	\$ 51,827
Taxes receivable	9,218	8,626
Prepaid expenses	5,491	7,428
Security deposits	150	150
TOTAL ASSETS	<u>53,276</u>	<u>68,031</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>-</u>	<u>-</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 53,276</u>	<u>\$ 68,031</u>
LIABILITIES		
Liabilities		
Accounts payable	\$ 2,774	\$ 3,900
Unearned revenue	-	7,377
Payroll taxes payable	1,987	1,781
Total Liabilities	<u>4,761</u>	<u>13,058</u>
DEFERRED INFLOWS OF RESOURCES	<u>-</u>	<u>-</u>
FUND BALANCES:		
Assigned	-	-
Unassigned	<u>48,515</u>	<u>54,973</u>
Total Fund Balances	<u>48,515</u>	<u>54,973</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 53,276</u>	<u>\$ 68,031</u>

The accompanying notes and independent accountants' review report are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

Reconciliation of the Balance Sheet-Governmental Fund to the  
Statement of Net Position

December 31, 2024

Total fund balance for governmental fund at December 31, 2024		\$	48,515
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:			
Land	\$	109,831	
Museum Artifacts non-depreciable		12,936	
Capital assets, net of \$588,743 accumulated depreciation		<u>904,353</u>	<u>1,027,120</u>
Total net position of governmental activities at December 31, 2024			<u><u>\$1,075,635</u></u>

The accompanying notes and independent accountants' review report  
are an integral part of the basic financial statements.

# ALLEN PARISH TOURIST COMMISSION

## Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund

Year Ended December 31, 2024

	2024	2023
REVENUES		
Hotel/Motel use tax	\$ 97,171	\$ 126,485
Interest	14	23
Intergovernmental	32,830	47,556
Miscellaneous income	10,186	8,013
TOTAL REVENUES	<u>140,201</u>	<u>182,077</u>
EXPENDITURES		
Current		
Advertising	16,228	50,978
Bank fees	-	35
Contract labor	1,505	4,341
Dues	50	1,401
Insurance	10,718	16,328
Myths and legends byways expense	-	29,840
Payroll taxes	5,801	5,826
Per diem - board members	3,000	3,500
Professional fees	5,230	6,980
Promotions	218	2,718
Rent	403	864
Repairs and maintenance	2,658	4,957
Salaries	75,833	76,162
Supplies	9,860	12,610
Telephone	4,295	6,449
Training and education	-	-
Travel	90	920
Utilities	10,770	10,692
Capital Outlay	-	-
TOTAL EXPENDITURES	<u>146,659</u>	<u>234,601</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(6,458)	(52,524)
FUND BALANCE - BEGINNING	<u>54,973</u>	<u>107,497</u>
FUND BALANCE - ENDING	<u>\$ 48,515</u>	<u>\$ 54,973</u>

The accompanying notes and independent accountants' review report  
are an integral part of the basic financial statements.

ALLEN PARISH TOURIST COMMISSION

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

Year Ended December 31, 2024

Total net changes in fund balances at December 31, 2024 per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ (6,458)
--	------------

The change in net position reported for governmental activities  
in the Statement of Activities 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 Balances	\$ -	
Depreciation expense for the year ended December 31, 2024	<u>(34,392)</u>	<u>(34,392)</u>

Total changes in net position at December 31, 2024 per Statement of Activities	<u>\$ (40,850)</u>
---	--------------------

The accompanying notes and independent accountants' review report  
are an integral part of the basic financial statements.

# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2024

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Allen Parish Tourist Commission was created by the Allen Parish Police Jury under LSA-RS 33:4574. The Commission is governed by a board of seven commissioners who are appointed by the Allen Parish Police Jury. The Commission has as its purpose the promotion of tourism within Allen Parish.

The accounting and reporting policies of the Allen Parish Tourist Commission conform to generally accepted accounting principles as applied to governments. Such accounting and reporting procedures conform to the requirements of the industry audit guide, Audits of State and Local Governments. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions on or before November 30, 1989 have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

#### 1. Reporting Entity

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the Allen Parish Tourist Commission includes all funds, account groups, et cetera, that are within the oversight responsibility of the Allen Parish Tourist Commission.

As the governing authority, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

- I. Appointing a voting majority of an organization's governing body and
  - a. The ability of the Allen Parish Police Jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Allen Parish Police Jury.
- II. Organizations for which the Allen Parish Police Jury does not appoint a voting majority but are fiscally dependent on the Allen Parish Police Jury.
- III. Organizations for which the reporting entity financial statements could be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon the application of these criteria, Allen Parish Tourist Commission is a component unit of the Allen Parish Police Jury's reporting entity.

## ALLEN PARISH TOURIST COMMISSION

### Notes to Financial Statements

December 31, 2024

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

##### 2. Basis of Presentation

The accompanying basic financial statements of the Allen Parish Tourist Commission have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, "Basic Financial Statements-and Management's Discussion and Analysis-For State and Local Governments", issued in June 1999.

##### Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Allen Parish Tourist Commission as a whole. These statements include all the financial activities of the Allen Parish Tourist Commission's office. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Non-exchange Transactions."

The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Allen Parish Tourist Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include hotel/motel use tax. Revenues that are not classified as program revenues are presented as general revenues.

##### Fund Financial Statements (FFS)

The Allen Parish Tourist Commission uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid managements by segregating transactions related to certain Allen Parish Tourist Commission functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Allen Parish Tourist Commission or its total assets, liabilities, revenues or expenditures of the individual governmental fund is at least 10% of the corresponding total for all governmental funds. The major fund of the Allen Parish Tourist Commission is the General Fund. The Governmental Funds are described below:

##### General Fund:

The general operating fund of the Commission and accounts for all financial resources, except those required to be accounted for in another funds.

## ALLEN PARISH TOURIST COMMISSION

### Notes to Financial Statements

December 31, 2024

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

##### 3. Measurement Focus/Basis of Accounting

The amounts reflected in the governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is the reconciled, through adjustment, to a government-wide view of Allen Parish Tourist Commission operations. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The amounts reflected in the governmental funds use the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Allen Parish Tourist Commission considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for the interest and principal payments on long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

##### Revenues

Those revenues susceptible to accrual are hotel/motel tax and interest.

##### Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Capital expenditures are regarded as expenditures at the time purchased.

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

##### 4. Cash

The cash and cash equivalents of the District are subject to the following risks.

**Custodial Credit Risk:** Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits. 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 financial agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the District's name.



## ALLEN PARISH TOURIST COMMISSION

### Notes to Financial Statements

December 31, 2024

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

**Interest Rate Risk:** This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity is its fair value to changes in market interest rates. The District does not have a For reporting purposes, cash includes demand deposits, time deposits, and certificates of deposit. Under state law, the Allen Parish Tourist Commission may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

**Credit Risk:** Generally, credit risk is the risk that the issuer of a debt type investment will not fulfill its obligation to the holder of the investment. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The District's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the District may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The District may invest in United States bonds, treasury notes and bills, government-backed agency securities, or certificates of time deposits of state banks organized under Louisiana law and national banks organized under Louisiana law and national banks having principal offices in Louisiana.

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Under state law, the District may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

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 fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

The market value of the or custodial bank that is mutually acceptable to both parties (GASB Category 3). At December 31, 2024, the Commission has \$39,538 in deposits (collected bank balances). These deposits are secured from risk by federal deposit insurance.

#### 5. Budget

A general fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year-end.

On or before the last meeting of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2024

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

The proposed budget is presented to the government's Board of Commissioners for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated. Expenditures may not legally exceed budgeted appropriations at the activity level.

The final budget for 2024 was not amendment during the year.

#### 6. Accounts Receivable

Allen Parish Tourist Commission utilizes the allowance method to recognize doubtful accounts for taxes receivable. The allowance for doubtful accounts at December 31, 2024 was \$0.

Uncollectible amounts due for other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

#### 7. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair value at the date of donation. The Allen Parish Tourist Commission maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. 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 assets. 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:

	<u>Estimated Useful Lives</u>
Equipment	5-60 Years
Furniture & fixtures	7-60 Years
Buildings	40-60 Years
Improvements	15-60 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.

## ALLEN PARISH TOURIST COMMISSION

### Notes to Financial Statements

December 31, 2024

#### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

##### 8. Equity Classification

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

- a. Net investment in capital assets, net of related debt – 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 that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) ALLEN 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 – All other net position that do not meet the definition of “restricted” or “net investment in capital assets, net of related debt”.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as restricted, assigned and unassigned.

- a. Restricted fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on generally outside actions.
- b. Assigned fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on internal (Board) actions.
- c. Unassigned fund balance – Includes positive fund balance within the general fund which has not been classified within the above mentioned categories.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and finally, the unassigned fund balance.

##### 9. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

##### 10. Subsequent Events

Management has evaluated subsequent events through June 20, 2025, the date the financial statements are available for issue.

# ALLEN PARISH TOURIST COMMISSION

## Notes to Financial Statements

December 31, 2024

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### 11. Comparative Data

Comparative totals for the prior have been presented in the accompanying financial statements in order to provide an understanding of changes in the Commission's financial position and operations.

### NOTE B - HOTEL/MOTEL TAXES

Allen Parish Tourist Commission is authorized to levy and collect a tax upon the occupancy of hotel rooms, motel rooms, and overnight camping facilities within the jurisdiction of the Allen Parish Tourism Commission not to exceed three percent of the rent or fee charged for such occupancy.

### NOTE C - CAPITAL ASSETS

A summary of changes in capital assets follows:

	12/31/23 <u>Balance</u>	<u>Additions</u>	<u>Retirements</u>	12/31/24 <u>Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land costs	\$ 109,831	\$ -	\$ -	\$ 109,831
Museum artifacts	12,936	-	-	12,936
Construction in progress	276,672	-	276,672	-
Other capital assets:				
Equipment	73,564	-	-	73,564
Furniture & fixtures	204,749	-	-	204,749
Buildings	829,219	-	-	829,219
Improvements	<u>108,892</u>	<u>276,672</u>	<u>-</u>	<u>385,564</u>
Total	<u>1,615,863</u>	<u>-</u>	<u>-</u>	<u>1,615,863</u>
Less: Accumulated Depreciation				
Equipment	59,534	1,123	-	60,657
Furniture & fixtures	136,375	13,382	-	149,757
Buildings	305,437	17,501	-	322,938
Improvements	<u>53,005</u>	<u>2,386</u>	<u>-</u>	<u>55,391</u>
Total	<u>554,351</u>	<u>34,392</u>	<u>-</u>	<u>588,743</u>
Net capital assets	<u>\$ 1,061,512</u>	<u>\$ (34,392)</u>	<u>\$ -</u>	<u>\$ 1,027,120</u>

Depreciation expense in the amount of \$34,392 was charged to tourism administration. The Leatherwood Foundation donated a large number of small artifacts to the Commission during 2006. The Commission utilized certain experts to value many of the artifacts. Many of the artifacts were of nominal or indeterminable value. These items included newspaper clippings, photographs, scrapbooks, military medals, old dental paraphernalia, artwork, collectibles, and a myriad of smaller items. These items were not capitalized because there was neither a readily determinable market nor any practical valuation methods. The Commission has inventoried these items and they are on display in the museum.

ALLEN PARISH TOURIST COMMISSION

Notes to Financial Statements

December 31, 2024

NOTE D – COMPENSATED ABSENCES

Full time employees receive sick leave at a rate of 96 hours per year. Sick leave expires at the end of each fiscal year and has not been accrued in the financial statements. Full time employees also receive annual leave based upon length of employment. The annual leave becomes available to employees on the anniversary date of each work year. Annual leave is paid to employees upon termination of employment or retirement. Annual leave also expires at the end of each fiscal year and has not been accrued in the financial statements. Employees earn annual leave as follows:

1 Year	5 Days
2-9 Years	10 Days
10+ Years	15 Days

Accrued leave payable was \$0 for the year ended December 31, 2024.

NOTE E - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE F – PER DIEM

Per diem paid commissioners for the year ended December 31, 2024 were as follows:

Mike Karam	\$ 500
Wilma Hargrove	550
Martha Turner	550
Keith Guillory	500
Odessa House	400
Angela Hayward	<u>500</u>
	<u>\$ 3,00</u>

NOTE G – CONTINGENCIES

In early 2023, The Coushatta Tribe in Kinder, Louisiana began purchasing local hotels. The Tribe is exempt from paying hotel/motel tax, which is the main revenue source for the District. This is expected to have a significant negative impact on the District. The District plans to significantly reduce expenditures, where possible, while also seeking alternative revenue sources.

## REQUIRED SUPPLEMENTAL INFORMATION

ALLEN PARISH TOURIST COMMISSION

Budgetary Comparison Schedule - General Fund

Year Ended December 31, 2024

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Hotel/Motel use tax	\$ 100,000	\$ 97,171	\$ (2,829)
Interest	50	14	(36)
Intergovernmental	-	-	-
Grants	28,000	32,830	4,830
Miscellaneous income	11,000	10,186	(814)
TOTAL REVENUES	<u>139,050</u>	<u>140,201</u>	<u>1,151</u>
EXPENDITURES			
Current			
Advertising	8,500	16,228	(7,728)
Bank fees	25	-	25
Contract labor	1,550	1,505	45
Dues	50	50	-
Insurance	8,900	10,718	(1,818)
Micellaneous expense	-	-	-
Payroll taxes	7,000	5,801	1,199
Per diem - board members	3,100	3,000	100
Professional fees	6,000	5,230	770
Promotions	218	218	-
Rent	850	403	447
Repairs and maintenance	2,900	2,658	242
Salaries	75,900	75,833	67
Supplies	10,900	9,860	1,040
Telephone	4,350	4,295	55
Training and education	-	-	-
Travel	100	90	10
Utilities	11,300	10,770	530
TOTAL EXPENDITURES	<u>141,643</u>	<u>146,659</u>	<u>(5,016)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,593)	(6,458)	(3,865)
FUND BALANCE - BEGINNING	<u>54,973</u>	<u>54,973</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 52,380</u>	<u>\$ 48,515</u>	<u>\$ (3,865)</u>

See independent accountants' review report.

## OTHER INFORMATION



ALLEN PARISH TOURIST COMMISSION

Schedule of Compensation, Benefits and Other Payments  
To Chief Executive Officer

Year Ended December 31, 2024

Chief Executive Officer: Adagria Haddock, Director

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 44,820
Benefits-insurance(HSA)	-
Benefits-retirement	-
Benefits-cell phone	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

See independent accountants' review report.

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES

June 20, 2025

Board of Commissioners  
Allen Parish Tourist Commission  
Oberlin, LA

We have performed the procedures enumerated below on the Allen Parish Tourist Commission's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2024, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Commission's management is responsible for its financial records and compliance with applicable laws and regulations.

The Commission has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the Commission's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2024. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$60,000, and public works exceeding \$500,000. Compare the documentation for these expenditures to the Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code); R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

The expenditures made during the year for materials and supplies exceeding \$60,000, and for public works exceeding \$500,000 were made in accordance to public bid law.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics).

Management provided us with the required list including the noted information.

*145 East Street • Lake Charles, LA 70601*  
*Mailing Address: P.O. Drawer 1847 • Lake Charles, LA 70602-1847*  
*phone: 337.439.1986 • fax: 337.439.1366 • [www.gcgcpa.com](http://www.gcgcpa.com)*

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with a list of all employees paid during the period.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None were immediate family members of board members.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

#### Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with the original budget for 2024. The budget was not amended during the year.

7. Trace the budget adoption and amendments to the minute book.

We traced the adopted budget to approval in the minutes.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceeded budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Expenditures and revenues for the year did not exceed budgeted amounts.

#### Accounting and Reporting

9. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account.

The payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

The payments received proper approvals.

#### Meetings

- 10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:11 through 42:28 (the open meetings law).

The District is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting place, a public place. We found no evidence of noncompliance.

#### Debt

- 11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

#### Advances and Bonuses

- 12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the District and a review of payroll records indicated no payments for any bonuses, advances or gifts.

#### State Audit Law

- 13. Report whether the Commission provided for a timely filed report in accordance with R. S. 24:513.

The Commission's report was time filed.

- 14. Inquire of management and report whether the Commission entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the Commission was not in compliance with R.S. 24:513 (the audit law).

The Commission did not enter into any contracts that utilized state funds.

- 15. Prior Year Comments and Recommendations.

Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Our prior year report did not include any suggestions, exceptions, recommendations, or comments.

We were engaged by the Commission to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Commission's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely for the use of management of the Allen Parish Tourist 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.

*Dragan, Cassidy: Guillory*

ALLEN PARISH TOURIST COMMISSION  
8904 US-165, Oberlin, la 70655

LOUISIANA ATTESTATION QUESTIONNAIRE

June 20, 2025

Gragson, Casiday & Guillory  
P.O. Drawer 1847  
Lake Charles, LA 70602

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2024 and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14), R.S. 39:33, or the budget requirements of LSA-RS 39:34.

Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with LSA-RS 24:514, and 33:463, and/or 39:92 where applicable.

Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes ☒ No ☐

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐

We have complied with R.R. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☒ No ☐

#### **Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:11 through 42:28.

Yes ☒ No ☐

#### **Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes ☒ No ☐

#### **Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution LSA-RS 14:138, and AG opinion 79-729.

Yes ☒ No ☐

#### **Prior-Year Comments**

We have resolved all prior year recommendations and/or comments.

Yes ☒ No ☐

#### **General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations

Yes ☒ No ☐

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes ☒ No ☐

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes ☒ No ☐

We have provided you with all relevant information and access under the terms of our agreement.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes ☒ No ☐

We are not aware of any material misstatements in the information we have provided to you.

Yes ☒ No ☐

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or the other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes ☒ No ☐

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of the representation and the date of report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results off the agreed-upon procedures.

Yes ☒ No ☐

The previous responses have been made to the best of our belief and knowledge.

\_\_\_\_\_  
Secretary/Treasurer