

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK In FILE)

RECEIVED
LEGISLATIVE AUDITOR
99 JUL 25 AM 10:38

MONROE--WEST MONROE CONVENTION AND VISITORS BUREAU
OF OUACHITA PARISH
MONROE, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
DECEMBER 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-7-99

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU
OF OUACHITA PARISH
DECEMBER 31, 1998

CONTENTS

	<u>PAGE</u>
Independent Auditors' Report.....	1-2
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	3-4
GENERAL PURPOSE FINANCIAL STATEMENTS:	
Combined Balance Sheet - All Fund Types and Account Groups.....	5-6
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types.....	7-8
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual.....	9-10
Notes to Financial Statements.....	11-20
SUPPLEMENTAL INFORMATION:	
Current Year Audit Findings.....	21
Prior Year Audit Findings.....	22

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.



JULIAN B. JOHNSTON, CPA
ROWLAND H. PERRY, CPA, APC
CHARLES L. JOHNSON, JR., CPA

A. RENA HOLLINGSWORTH, CPA
JAY HUGHES, CPA
LARRY B. PERKINS, CPA
VIOLET M. ROUSSEL, CPA

Certified Public Accountants
3007 Armand Street
Monroe, Louisiana 71201
Telephone (318) 322-5156 or (318) 323-1411
Facsimile (318) 323-6331

- Accounting & Auditing
 - H.U.D. Audits
 - Non-Profit Organizations
- Business & Financial Planning
- Tax Preparation & Planning
 - Individual & Partnership
 - Corporate & Fiduciary
- Bookkeeping & Payroll Services

June 7, 1999

INDEPENDENT AUDITORS' REPORT

Board of Directors
Monroe-West Monroe Convention and
Visitors Bureau of Ouachita Parish
Monroe, Louisiana

We have audited the accompanying general purpose financial statements of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish as of and for the year ended December 31, 1998, as listed in the table of contents. These financial statements are the responsibility of the Bureau's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish taken as a whole. The accompanying supplemental information included in the report is presented for the purpose of additional analysis and is not a required part of the general purpose financial statements. The supplemental information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly

stated in all material respects in relation to the financial statements taken as a whole.

Footnote #11 on page 20 is not a required part of the basic financial statements, but is supplementary information required by the governmental accounting standards board. We have applied certain limited procedures, which consist of inquiries of management regarding the status of the organization's year 2000 remediation efforts and presentation of the information. However, we did not audit the information and express no opinion of it.

Johnston, Perry, Johnson & Associates, L.L.P.

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.



JULIAN B. JOHNSTON, CPA
ROWLAND H. PERRY, CPA, APC
CHARLES L. JOHNSON, JR., CPA

A. RENA HOLLINGSWORTH, CPA
JAY HUGHES, CPA
LARRY B. PERKINS, CPA
VIOLET M. ROUSSEL, CPA

Certified Public Accountants
3007 Armand Street
Monroe, Louisiana 71201
Telephone (318) 322-5156 or (318) 323-1411
Facsimile (318) 323-6331

- Accounting & Auditing
 - H.U.D. Audits
 - Non-Profit Organizations
- Business & Financial Planning
- Tax Preparation & Planning
 - Individual & Partnership
 - Corporate & Fiduciary
- Bookkeeping & Payroll Services

June 7, 1999

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Monroe-West Monroe Convention and
Visitors Bureau of Ouachita Parish
Monroe, Louisiana

We have audited the general purpose financial statements of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish as of and for the year ended December 31, 1998, and have issued our report thereon dated June 7, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the

internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and others within the organization. However, this report is a matter of public record and its distribution is not limited.

Johnston, Perry, Johnson & Associates, L.L.P.

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

EXHIBIT A

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA
 COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 1998

	GOVERNMENTAL			ACCOUNT			TOTALS	
	FUND TYPE			GROUPS			(MEMORANDUM ONLY)	
	GENERAL	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	GENERAL	LONG-TERM DEBT	1998	1997	
ASSETS								
Cash	963,678	-	-	-	-	963,678	811,593	
Receivables (Net of Allowances for Uncollectibles)	229,435	-	-	-	-	229,435	197,181	
Prepaid Expenses	39,815	-	-	-	-	39,815	30,384	
Property, Furniture, Equipment and Vehicle (Net of Accumulated Depreciation)	-	85,743	-	-	-	85,743	86,821	
Amounts to be Provided for Payments of Bonds	-	-	1,890,000	-	-	1,890,000	2,050,000	
TOTAL ASSETS	<u>1,232,928</u>	<u>85,743</u>	<u>1,890,000</u>	<u>1,890,000</u>	<u>3,208,671</u>	<u>3,175,979</u>		
LIABILITIES								
Accounts Payable	31,602	-	-	-	-	31,602	69,385	
Accrued and Withheld Payroll Taxes	10,698	-	-	-	-	10,698	8,258	
Bonds Payable	-	-	1,890,000	-	-	1,890,000	2,050,000	
TOTAL LIABILITIES	<u>42,300</u>	<u>-0-</u>	<u>1,890,000</u>	<u>1,890,000</u>	<u>1,932,300</u>	<u>2,127,643</u>		

The accompanying notes are an integral part of these financial statements.

EXHIBIT A
(Continued)

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998

	GOVERNMENTAL FUND TYPE	ACCOUNT GROUPS	TOTALS (MEMORANDUM ONLY)
	GENERAL	GENERAL FIXED ASSETS	1998
		GENERAL LONG-TERM DEBT	1997
<u>FUND EQUITY</u>			
Investment in General Fixed Assets	-	-	86,821
Fund Balances:			
Fund Balances Designated	640,000	-	434,000
Fund Balance Unreserved and Undesignated	<u>550,628</u>	-	<u>527,515</u>
<u>TOTAL FUND EQUITY</u>	<u>1,190,628</u>	<u>-0-</u>	<u>1,048,336</u>
<u>TOTAL LIABILITIES & FUND EQUITY</u>	<u>85,743</u>	<u>1,890,000</u>	<u>3,175,979</u>

The accompanying notes are an integral part of these financial statements.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES—ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	FUND TYPE GENERAL	TOTALS (MEMORANDUM ONLY)	
		1998	1997
<u>REVENUES</u>			
Hotel-Motel Occupancy Tax	382,046	382,046	354,075
Hotel-Motel Sales Tax Rebate	759,033	759,033	616,747
Miscellaneous Revenues	1,242	1,242	1,863
Interest	46,128	46,128	31,376
<u>TOTAL REVENUES</u>	<u>1,188,449</u>	<u>1,188,449</u>	<u>1,004,061</u>
<u>EXPENDITURES</u>			
Personal Services			
Salaries - Regular	155,363	155,363	152,101
Other Compensation	17,370	17,370	-
FICA Taxes	2,635	2,635	3,049
Retirement Fund Expense	11,326	11,326	10,794
Unemployment Benefits	662	662	1,044
Other Related Benefits	16,155	16,155	13,026
Travel			
Travel and Convention Solicitation	23,570	23,570	21,016
Gasoline and Related Expenses	3,841	3,841	1,657
Auto Repairs and Maintenance	1,490	1,490	1,170
Operating Expenses			
Advertising	108,322	108,322	90,901
Convention Services	28,708	28,708	10,492
Gasoline	74	74	-
Miscellaneous Advertising	2,170	2,170	4,641
Printing	48,649	48,649	82,761
Photographics	1,524	1,524	8,096
Insurance, Other than Personal	9,266	9,266	10,930
Maintenance of Property and Equipment	14,273	14,273	12,133
Rentals and Related Expenses	7,040	7,040	23,247
Dues and Subscriptions	4,238	4,238	3,999
Postage	12,377	12,377	13,620
Telephone	13,303	13,303	12,562
Other Operating Expenses	37,503	37,503	33,805
Utilities	7,043	7,043	6,263
Professional Organizations	23,593	23,593	10,178
Local Mileage	1,533	1,533	-
Supplies			
Office Supplies	2,367	2,367	2,568

The accompanying notes are an integral part of these financial statements.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

EXPENDITURES (Continued)	FUND TYPE	TOTALS	
	GENERAL	(MEMORANDUM ONLY) 1998	1997
Supplies (Continued)			
Operating Supplies	1,872	1,872	872
Professional Services			
Accounting and Auditing	7,692	7,692	4,950
Legal and Other Professional Services	38,322	38,322	101,742
Other Charges			
Miscellaneous Charges	496	496	510
Collection Fees (Statutory Charges)	4,000	4,000	4,000
Special Promotions	79,765	79,765	103,040
Capital Outlays			
Household Equipment	5,860	5,860	7,406
Office Equipment	3,240	3,240	9,209
Leasehold Improvement	7,530	7,530	-
Capital Lease - Work-in-Process	5,400	5,400	2,250
Debt Service			
Bond Principal Payments	160,000	160,000	-
Interest	90,764	90,764	-
<u>TOTAL EXPENDITURES</u>	<u>959,336</u>	<u>959,336</u>	<u>764,032</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</u>	<u>229,113</u>	<u>229,113</u>	<u>240,029</u>
<u>OTHER FINANCING SOURCES:</u>			
Proceeds of Bonds	-	-	2,050,000
<u>TOTAL OTHER FINANCING SOURCES</u>	<u>-0-</u>	<u>-0-</u>	<u>2,050,000</u>
<u>OTHER FINANCING USES:</u>			
Community Improvements	-	-	2,000,000
<u>TOTAL OTHER FINANCING USES</u>	<u>-0-</u>	<u>-0-</u>	<u>2,000,000</u>
<u>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER (USES)</u>	<u>229,113</u>	<u>229,113</u>	<u>290,029</u>
<u>FUND BALANCES - BEGINNING OF YEAR</u>	<u>961,515</u>	<u>961,515</u>	<u>617,486</u>
<u>PRIOR PERIOD ADJUSTMENT</u>	<u>-</u>	<u>-</u>	<u>54,000</u>
<u>FUND BALANCES - END OF YEAR</u>	<u>1,190,628</u>	<u>1,190,628</u>	<u>961,515</u>

The accompanying notes are an integral part of these financial statements.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCES-BUDGET AND ACTUAL
 GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1998

	FINAL BUDGET	GENERAL FUND ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<u>REVENUES</u>			
Hotel-Motel Occupancy Tax	383,488	382,046	(1,442)
Hotel-Motel Sales Tax Rebate	724,664	759,033	34,369
Miscellaneous Revenues and Interest	47,151	47,370	219
<u>TOTAL REVENUES</u>	<u>1,155,303</u>	<u>1,188,449</u>	<u>33,146</u>
<u>EXPENDITURES</u>			
Personal Services			
Salaries and Other Compensation	190,232	172,733	17,499
FICA Taxes and Retirement Fund	14,593	13,961	632
Unemployment Benefits	685	662	23
Other Related Benefits	15,789	16,155	(366)
Travel			
Travel and Convention Solicitation	28,000	23,570	4,430
Gasoline and Related Expenses	2,256	3,841	(1,585)
Auto Repairs and Maintenance	2,000	1,490	510
Operating Expenses			
Advertising	106,447	108,322	(1,875)
Convention Services	28,700	28,708	(8)
Gasoline	-	74	(74)
Miscellaneous Advertising	2,050	2,170	(120)
Printing	46,000	48,649	(2,649)
Photographics	1,800	1,524	276
Insurance, Other than Personal	13,000	9,266	3,734
Maintenance of Property and Equipment	12,500	14,273	(1,773)
Rentals and Related Expenses	7,500	7,040	460
Dues, Subscriptions and Organizations	27,500	27,831	(331)
Postage	12,000	12,377	(377)
Telephone	13,500	13,303	197
Other Operating Expenses	33,600	37,503	(3,903)
Utilities	8,500	7,043	1,457
Local Mileage	-	1,533	(1,533)
Supplies			
Office Supplies	2,600	2,367	233
Operating Supplies	2,000	1,872	128

The accompanying notes are an integral part of these financial statements.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET AND ACTUAL
GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>FINAL BUDGET</u>	<u>GENERAL FUND ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>EXPENDITURES (Continued)</u>			
Professional Services			
Accounting and Auditing	8,000	7,692	308
Legal and Other Professional Services	46,100	38,322	7,778
Other Charges			
Miscellaneous Charges	500	496	4
Collection Fees (Statutory Charges)	4,000	4,000	-
Special Promotion	195,800	79,765	116,035
Capital Outlays			
Household Equipment	5,860	5,860	-
Capital Lease - Work-in-Process	5,400	5,400	-
Office Equipment	3,250	3,240	10
Leasehold Improvement	7,530	7,530	-
Debt Service			
Bond Principal Payments	160,000	160,000	-
Interest	93,555	90,764	2,791
<u>TOTAL EXPENDITURES</u>	<u>1,101,247</u>	<u>959,336</u>	<u>141,911</u>
<u>OTHER FINANCING SOURCES:</u>			
Proceeds of Bonds	-	-	-
<u>TOTAL OTHER FINANCING SOURCES</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>OTHER FINANCING USES:</u>			
Community Improvements	-	-	-
<u>TOTAL OTHER FINANCING USES</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER (USES)</u>	<u>54,056</u>	<u>229,113</u>	<u>169,767</u>
<u>FUND BALANCES - BEGINNING OF YEAR</u>	<u>961,515</u>	<u>961,515</u>	<u>-</u>
<u>FUND BALANCES - END OF YEAR</u>	<u>1,015,571</u>	<u>1,190,628</u>	<u>169,767</u>

The accompanying notes are an integral part of these financial statements.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish was formed and created as a tourist commission for the purpose of the promotion of tourism within the Parish of Ouachita by an ordinance of the Police Jury of the Parish of Ouachita in 1976. There are eleven board members appointed by the Ouachita Parish Police Jury. The board members are not compensated or paid a per diem. The Bureau has five full-time employees. On June 8, 1995 pursuant to Article VI, Section 19 and 30 of the Constitution of Louisiana, the Bureau was specifically created as a special district and shall from that point on be a political subdivision of the State of Louisiana. The accounting policies of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish conform to generally accepted accounting principles as applicable to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the significant accounting policies.

a. The Reporting Entity:

The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish is a component unit of the Ouachita Parish Police Jury, the governing body of the Parish and governmental body with oversight responsibility until June 8, 1995 as noted above. The accompanying financial statements present information only on the funds maintained by the Bureau and do not present information on the police jury, or the other governmental units that comprise the governmental reporting entity.

b. Fund Accounting:

The accounts of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Fund Accounting: (Continued)

General Fund

The General Fund is the general operating fund of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish.

General Long-Term Fund Account Group

This account group is established to account for all long-term debt of the Bureau and for those long-term liabilities to be liquidated with resources to be provided in future periods.

c. Fixed Assets:

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. General Fixed Assets purchased are recorded as expenditures in the General Fund at time of purchase. Such assets are capitalized at cost in the General Fixed Assets Group of accounts. Gifts or contributions are recorded in general fixed assets at fair market value at the time received. Depreciation has been provided on general fixed assets using the straight-line method of depreciation over their estimated useful lives, ranging from five to eight years for furniture and equipment and ten to thirty-nine years for leasehold improvements.

d. Basis of Accounting:

The General Fund is maintained on the modified accrual basis of accounting, utilizing the following practices in recording revenues and expenditures.

Revenues - The hotel-motel occupancy tax and the sales tax rebate are recognized as revenue when collected by the City of Monroe and the State of Louisiana. All other miscellaneous revenue and grants are recognized when received or as earned.

Expenditures - All expenditures are recognized as expenditures when incurred.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Budgetary Practices:

The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish prepares an annual budget of revenues and expenditures in conformity with generally accepted accounting principles as applied to governmental units for approval by the Ouachita Parish Police Jury. Budget amendments after June 8, 1995 no longer require the Ouachita Parish Police Jury's approval.

Unexpended budget balances lapse at year end. The Bureau's board of directors has the authority to make changes or amendments within various budget classifications. All amendments made to the original 1998 budget are reflected in the budget comparison.

f. Cash:

Cash includes amounts in demand deposits, interest bearing demand deposits and money market accounts.

g. Compensated Absences:

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

Only permanent full-time employees are entitled to vacation and sick leave. Vacation or sick leave not taken during a calendar year cannot be carried forward to the following year.

h. Fund Equity:

Reserves - Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

Designated fund balances - Designated fund balances represent tentative plans for future use of financial resources.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i. Total Columns On Statements:

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

j. Use of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - CASH

At December 31, 1998, the Bureau had cash totaling \$963,678 as follows:

Category 1	Demand Deposits	45,319
Category 3	Time Deposits	<u>918,359</u>
	<u>TOTAL</u>	<u>963,678</u>

These deposits are stated at cost, which approximates market and are secured from risk by \$100,000 of federal deposit insurance. Time deposits also include an investment of \$918,359 in the Louisiana Asset Management Pool (LAMP).

LAMP, is an investment pool established as a cooperative endeavor to enable public entities of the State of Louisiana (such as parishes, school boards, police juries and sheriffs, among others) to aggregate funds for investment. This pooling is intended to improve administrative efficiency and increase investment yield.

LAMP is a cooperative endeavor formed, in part, in reliance upon Opinion No. 92-192 (March 31, 1992) issued by the

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 2 - CASH (Continued)

Attorney General of the State of Louisiana. That opinion provides, in part, that public entities may pool funds for investment purposes.

LAMP has adopted investment guidelines that restrict investment to securities and other obligations that are permissible investments for municipalities, parishes and other political subdivisions under Louisiana state law. These guidelines are reviewed and modified, from time to time, by the Executive Committee of the Board of Directors of LAMP, Inc. after review and approval by the Investment Division of the Department of the Treasury of the State of Louisiana.

NOTE 3 - RECEIVABLES

The following is a summary of receivables at December 31, 1998.

<u>Class of Receivable</u>	<u>General Fund</u>
Hotel-Motel Sales Tax Rebate	205,070
Hotel-Motel Sales Tax Revenue	24,347
Miscellaneous Accounts	18
<u>TOTAL</u>	<u>229,435</u>

During May 1999 a bill was introduced in the Louisiana legislature to increase the hotel-motel occupancy tax by 2% in Ouachita Parish.

NOTE 4 - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance January 1, 1998</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance December 31, 1998</u>
Furniture and Equipment	187,987	9,100	-	197,087
Vehicles	18,162	-	-	18,162
Leasehold Improvements	48,904	7,530	-	56,434
Capital Lease- Work-in-Process	2,250	5,400	-	7,650
<u>TOTAL</u>	<u>257,303</u>	<u>22,030</u>	<u>-0-</u>	<u>279,333</u>

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 4 - CHANGES IN GENERAL FIXED ASSETS (Continued)

A summary of changes in Accumulated Depreciation follows:

	<u>Beginning</u> <u>Balance</u>	<u>Depreciation</u> <u>for 1998</u>	<u>Disposal</u> <u>of Asset</u>	<u>Ending</u> <u>Balance</u>
Accumulated Depreciation	170,482	23,108	-	193,590

NOTE 5 - PENSION PLAN

Substantially all employees of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish are members of the Parochial Employees Retirement System of Louisiana (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Bureau are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the system. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus 3 percent of final-average salary for each year of service credited after the revision date. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 5 - PENSION PLAN (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employee's Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504)928-1361.

Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the Bureau is required to contribute at an actuarially determined rate. The current rate is 7.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Bureau are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Bureau's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$11,326, \$10,794, and \$8,887, respectively, equal to the required contributions for each year.

NOTE 6 - LEASES

During 1997, the Bureau entered into a capital lease with the city of West Monroe, Louisiana to build and lease office space. The lease is for a fifteen-year period commencing September 1, 1997. The initial monthly rental is \$450 per month beginning September 1, 1997. The monthly rental is subject to increase on November 1, 1997; February 1, 1998; June 1, 1998; September 1, 1998 and as of the date of final completion of construction and final acceptance based upon expenditures of lessor. The Bureau paid \$5,400 during 1998 on the capital lease. The lease payment shall be increased in order to amortize the additional cost of construction over the remaining lease period subject to a maximum monthly payment of \$2,000 per month by the lessee. If the amounts exceed \$2,000 per month, the Bureau can pay down the principal balance sufficient enough to maintain a \$2,000 maximum rental payment or pay \$2,000 for three years and adjust the payments subsequently to pay the balance over the remaining life of the lease.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 6 - LEASES (Continued)

The Bureau will be responsible for maintenance, repairs, insurance, utilities, and taxes. The Bureau has the option to purchase the leased premises at a price equal to the amortized principal balance owed on the date of transfer of ownership. The total project cost was not determinable at December 31, 1998 and could not be reasonably estimated. Therefore, no accrual has been recorded at year end.

The lease commenced on January 1, 1997 and ends on December 31, 2006 with the option by the Bureau to extend the term for an additional ten years. All maintenance is the responsibility of the Bureau. Additionally, the Bureau is required to provide \$100,000 of fire insurance and \$1,000,000 of general liability insurance. The lease provides for the Bureau to have first right of refusal as to any proposed sale of the property.

NOTE 7 - COMPENSATION - BOARD OF DIRECTORS

There was no compensation or per diem paid to any member of the Board of Directors during the year of 1998.

NOTE 8 - DESIGNATED FUND BALANCES

The Bureau committed \$300,000 to aid the construction of breakout rooms at the Monroe Civic Center during the year 1996. During 1998, these funds have not yet been expended. Also, the Bureau designated to set aside \$70,000 into a contingency-emergency fund during 1996 and \$90,000 during 1998. In 1998, the Bureau set aside an additional \$180,000 for special 1999 and 2000 promotional events. The breakdown of designated funds is as follows:

Civic Center	300,000
Contingency Fund	160,000
1999 Promotion	
Sweet Sixteen	37,000
Mardi Gras	40,000
Folklife Festival	25,000
NLU Baseball Tournament	10,000
AAU Girls Basketball	30,000
Ouachita Enterprise	1,000
2000 Promotion	
Sweet Sixteen	<u>37,000</u>
<u>TOTAL</u>	<u>640,000</u>

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
 MONROE, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 8 - DESIGNATED FUND BALANCES (Continued)

<u>DESIGNATED FUND BALANCE - JANUARY 1, 1998</u>	434,000
Total Expended During Year	(63,000)
Transfers from Unrestricted Fund Balance	<u>269,000</u>
<u>DESIGNATED FUND BALANCE - DECEMBER 31, 1998</u>	<u>640,000</u>

NOTE 9 - GENERAL LONG-TERM DEBT

	Balance January 1, 1998	Issued	Retired	Balance December 31, 1998
General Obligation Bonds - 2,050,000 Originally Issued with an Interest Rate at 4.95%	2,050,000	-0-	160,000	1,890,000

Following is a summary of bond principal payments:

1999	170,000
2000	180,000
2001	190,000
2002	200,000
2003	210,000
Thereafter	<u>940,000</u>
 <u>TOTAL</u>	 <u>1,890,000</u>

The general obligations bonds were issued December 9, 1997 with principal payments due November 1 of each year and interest payments semi-annually May 1 and November 1 of each year. The bonds were issued to provide funds for a cooperative agreement (more fully disclosed in Note 11) with the city of West Monroe and will be repaid with hotel/motel sales tax revenues and rebates received. The Bureau has formally pledged the two percent occupancy tax and four percent sales tax rebate for bond repayment. Bonded indebtedness of the Bureau is reflected in the General Long-term Debt Account Group.

The Bureau is in compliance with all significant limitations and restrictions from bond obligations as of December 31, 1998.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 10 - COOPERATIVE ENDEAVOR AGREEMENT

During 1997 the Bureau entered into a cooperative endeavor agreement with the city of West Monroe to provide funds for the planning, acquisition, and construction of a livestock pavilion and equestrian center within the city of West Monroe. The Bureau's sole obligation under the agreement is to provide funds in the amount of \$2,000,000 (proceeds from issuance of bonds - see Note 9) and retains certain rights to review plans and construction of the center. The city is responsible for providing the remaining funding and for performing the actual planning and construction of the center.

NOTE 11 - YEAR 2000 ISSUE (UNAUDITED)

The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish has completed an inventory of computer systems and other electronic equipment that may be effected by the year 2000 issue and that are necessary to conducting the Bureau's operations. The identified systems are:

Financial Reporting, Payroll and Benefit Systems

The Bureau has confirmed with its outside software vendor that the software is fully year 2000 ready. In addition, the hardware used to process the financial reporting software has been tested and validated as being fully year 2000 ready.

Tracking Reporting System and Word Processing

The Bureau has confirmed with its outside software vendor that the software is fully year 2000 ready. In addition, the hardware used to process the tracking reporting software has been tested and validated as being fully year 2000 ready.

Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish is or will be year 2000 ready, that the Bureau's remediation efforts will be successful in whole or in part, or that parties with whom the Bureau does business will be year 2000 ready.

SUPPLEMENTAL INFORMATION

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
CURRENT YEAR AUDIT FINDINGS
DECEMBER 31, 1998

There were no findings nor questioned costs for the year ended December 31, 1998.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUACHITA PARISH
MONROE, LOUISIANA
PRIOR YEAR AUDIT FINDINGS
DECEMBER 31, 1998

There were no findings nor questioned costs for the year ended December 31, 1997.