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ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU

Alexandria, Louisiana

December 31, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 7-17-02

ALEXANDRIA/ PINEVILLE AREA CONVENTION AND VISITORS BUREAU
Alexandria, Louisiana

DECEMBER 31, 2001

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A PROFESSIONAL CORPORATION

INDEPENDENT AUDITORS' REPORT

Board of Directors
Alexandria/Pineville Area Convention & Visitors' Bureau
Alexandria, Louisiana

We have audited the accompanying general purpose financial statements of Alexandria/Pineville Area Convention & Visitors' Bureau, (a political subdivision of the State of Louisiana) as of and for the year ended December 31, 2001. These general purpose 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 auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Alexandria/Pineville Area Convention & Visitors' Bureau, as of December 31, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2002, on our consideration of the **Bureau's** internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The additional information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Alexandria/Pineville Area Convention & Visitors' Bureau. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Certified Public Accountants
June 25, 2002

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 2001

	GOVERNMENTAL FUND TYPE	FIDUCIARY FUND TYPE	ACCOUNT GROUPS		
	GENERAL	AGENCY FUNDS	GENERAL FIXED ASSETS	GENERAL LONG-TERM LIABILITIES	TOTAL (MEMORANDUM ONLY)
ASSETS AND OTHER DEBITS					
ASSETS:					
Cash	$ 156,508	$ 422,608			$ 579,116
Due from other funds	28,669				28,669
Accounts Receivable	84,499	21,986			106,485
Furniture and equipment			$ 105,019		105,019
OTHER DEBITS:					
Amount to be provided for retirement of general long-term debt				$ 21,573	21,573
TOTAL ASSETS AND OTHER DEBITS	$ 269,676	$ 444,594	$ 105,019	$ 21,573	$ 840,862
LIABILITIES, EQUITY AND OTHER CREDITS					
LIABILITIES:					
Due to other funds		$ 28,669	$ -0-	$ -0-	$ 28,669
Accounts Payable	$ 43,770	11,702			55,472
Payroll taxes withheld and payable	242				242
Compensated absences				21,573	21,573
Amount held for others		404,223			404,223
Total Liabilities	44,012	444,594	-0-	21,573	510,179
EQUITY AND OTHER CREDITS					
Investment in general fixed assets			105,019		105,019
Fund balance - unreserved - undesignated	225,664				225,664
Total Equity and Other Credits	225,664	-0-	105,019	-0-	330,683
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	$ 269,676	$ 444,594	$ 105,019	$ 21,573	$ 840,862

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

ALEXANDRIA/ PINEVILLE AREA CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT FOR REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE- BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2001

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Intergovernmental -			
Rapides Parish Hotel-Motel Tax	$ 356,296	$ 340,185	$ (16,111)
City Of Alexandria- Downtown Tax	36,415	31,532	(4,883)
State of Louisiana Hotel-Motel Tax	92,000	113,946	21,946
Interest Income	3,600	7,295	3,695
Total Revenues	488,311	492,958	4,647
EXPENDITURES			
Current -			
Collection Expenses	5,400	5,020	380
Salaries	164,080	162,789	1,291
Contract Services	12,702	2,402	10,300
Payroll taxes	16,814	13,115	3,699
Retirement Contribution	5,858	7,437	(1,579)
Group Hospitalization	28,930	28,160	770
Audit, Accounting, And Legal	5,772	4,523	1,249
Gas, Oil, And Repairs	3,600	3,466	134
Automobile Expenses	1,200	665	535
Dues And Subscriptions	17,855	16,287	1,568
Entertainment And Hospitality	15,060	10,027	5,033
Equipment Rental	5,098	5,339	(241)
Automobile Rent	1,200	644	556
Telephone	14,400	9,125	5,275
Utilities	1,800	1,501	299
Insurance	2,300	4,366	(2,066)
Postage	8,400	6,748	1,652
Repairs And Maintenance	4,000	6,957	(2,957)
Office Supplies	8,400	6,554	1,846
Promotional	144,475	146,932	(2,457)
Brochures - Printing And Distribution	28,867	28,047	820
Advertising	42,875	41,658	1,217
Capital Outlay		400	(400)
Total Expenditures	539,086	512,162	26,924
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(50,775)	(19,204)	31,571
FUND BALANCE, BEGINNING OF YEAR	244,868	244,868	-0-
FUND BALANCE, END OF YEAR	$ 194,093	$ 225,664	$ 31,571

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

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
DECEMBER 31, 2001

NOTES TO FINANCIAL STATEMENTS

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Bureau's accounting policies are described below.

A. Reporting Entity

The Alexandria/Pineville Area Convention and Visitors Bureau (formerly known as the Conventions Commission and the Rapides Parish Convention and Visitors Bureau) was a division of the Greater Alexandria-Pineville Chamber of Commerce. The Bureau became a separate legal entity, as designated by the Louisiana Legislature in Act No. 955, House Bill No. 1839 effective for September 1, 1984. The governing body was created as the Rapides Parish Tourism and Convention Commission, while the operating body was named the Rapides Parish Convention and Visitors Bureau. Through Louisiana Act No. 628, the name of the Bureau was changed during 1991 to Alexandria/Pineville Area Convention and Visitors Bureau. The purpose of the Bureau is to promote conventions and tourism and to assist with conventions in the local area. Its major source of revenue is from city and parish occupancy taxes collected by local hotels and motels. Therefore, the Bureau is dependent upon hotel/motel occupancy for its revenue.

In evaluating how to define the Bureau for financial reporting purposes, management has considered all potential component units. The decision whether or not to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. Generally, component units are legally separate organizations for which the elected officials or appointed board members of the primary government are financially accountable. Some of the criteria considered under "legally separate organization" are: the capacity for the organization to have its own name; the right for the organization to sue and be sued in its own name without recourse to the primary government; and the right to buy, sell, lease, and mortgage property in its own name. Some of the criteria used to consider "financially accountable" include: appointment of a voting majority of the organization's governing body; ability of primary government to impose its will on the organization; whether the organization has the potential to provide specific financial benefits to, or improve specific financial burdens on the primary government; and fiscal dependence of the organization.

NOTES TO FINANCIAL STATEMENTS
(continued)

A. Reporting Entity (continued)

The Alexandria/Pineville Area Convention and Visitors Bureau operates autonomously from other parish and city agencies. Therefore, the Alexandria/Pineville Area Convention and Visitors Bureau reports as an independent reporting entity. This report includes all funds and account groups which are controlled by or dependent upon the Bureau.

B. Fund Accounting

The Alexandria/Pineville Area Convention and Visitors Bureau uses funds and account groups to report on its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category is, in turn, divided into separate "fund types". The Bureau does not have any proprietary funds.

Governmental funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent.

NOTES TO FINANCIAL STATEMENTS
(continued)

B. Fund Accounting (continued)

Alexandria Riverfront Center Reserve Fund - an agency fund whereby monies previously received from the State of Louisiana provide a reserve for the payment of operating expenses and emergency expenditures of the Alexandria Riverfront Center. In the event the amount of operating revenue is insufficient for the payment of operating expenses due during the month, or the need arises to make an emergency expenditure, the Alexandria/Pineville Area Convention and Visitors Bureau and the City of Alexandria may advance the amount from the Reserve Fund to the Operating Fund. The Reserve Fund must maintain a balance of $100,000 or the management agreement between the Bureau and the City may be terminated.

Alexandria Riverfront Center Operating Fund - an agency fund whereby monies received from the State of Louisiana and a hotel-motel city-wide tax are used for the operations of the Alexandria Riverfront Center. The Alexandria Riverfront Center is managed by the Alexandria/Pineville Area Convention and Visitors Bureau for the City of Alexandria.

The general purpose financial statements of the Alexandria/Pineville Area Convention and Visitors Bureau contain two account groups. These are the General Fixed Assets and General Long-Term Debt Account Groups.

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

NOTES TO FINANCIAL STATEMENTS
(continued)

C. Basis of Accounting (continued)

The modified accrual basis of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., 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 be used to pay liabilities of the current period. Hotel-motel taxes are considered "measurable" when in the hands of the collecting government and are recognized as revenue at that time. A ninety day availability period is used for revenue recognition.

Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, if any, are recorded as fund liabilities when due.

Those revenues susceptible to accrual are hotel-motel occupancy taxes, matching funds from the state or other entity, and interest revenue.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual appropriated budget is adopted for the General Fund. All annual appropriations lapse at the end of the calendar year.

E. Cash and Cash Equivalents

In the governmental funds, cash and cash equivalents include amounts in demand deposits and interest bearing demand deposits. In accordance with generally accepted accounting principles, cash equivalents include short term investments which are readily converted to cash and time deposits with original maturities of three months or less from the date of acquisition.

F. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables, if any, are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as "interfund receivables/payables."

NOTES TO FINANCIAL STATEMENTS
(continued)

G. Fixed Assets

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in the General Fund, and the related assets are reported in the General Fixed Assets Account Group. All purchased fixed assets are valued at cost. Assets in the General Fixed Assets Account Group are not depreciated.

H. Compensated Absences

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources, if any, is reported as an expenditure and a fund liability of the General Fund. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the General Long-Term Debt Account Group. In accordance with the provisions of Statement of Financial Standards No. 43, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

I. Memorandum Only - Total Column

The total column on the combined balance sheet is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

J. Estimates

The preparation of the general purpose 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 expenditures during the reporting period. Actual results could differ from those estimates.

2. LEGAL COMPLIANCE - BUDGETS

The Bureau follows these procedures in establishing the budgetary data reflected in these financial statements.

1. The Executive Director prepares an annual proposed budget for the General Fund and submits the same to the Board of the Alexandria/Pineville Area Convention and Visitors Bureau prior to the beginning of each calendar year.

2. Any amendments to the budget must have approval from the Board of the Alexandria/Pineville Area Convention and Visitors Bureau. The level of control is at the fund level.

3. All budgetary appropriations lapse at the end of each calendar year.

Budgets were prepared on a modified accrual basis of accounting and adopted consistent with Louisiana Revised Statutes 39:1301-1314, which provides in part that appropriations for the fund cannot exceed estimated revenues plus fund balance. The budgeted amounts presented in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual represent the latest amended budget amounts.

3. CASH

At December 31, 2001, the Bureau's general fund cash and agency fund cash consisted of demand deposits held at three financial institutions in the Central Louisiana area. These demand deposits had bank balances totaling $58,679 and were covered by federal depository insurance or collateral held by the Bureau's agent, Regions Bank, in the Bureau's name. Under Governmental Accounting Standards Board (GASB) Statement 3 guidelines, these deposits are classified as a Category 1 risk.

The carrying amount of agency fund and general fund deposits held in repurchase agreements with financial institutions was $556,178. The City of Alexandria follows the practice of pooling cash balances and investing these funds in overnight investments including repurchase agreements. Under Governmental Accounting Standards Board (GASB) Statement 3 guidelines, these investments are classified as a Category 2 credit risk. The repurchase agreements are uninsured and unregistered with the securities held by the financial institution in the City's name. All the bank deposits are stated at cost, which approximates market.

4. DUE TO/FROM OTHER FUNDS

PAYABLE FUND	RECEIVABLE FUND	AMOUNT
Alexandria Riverfront Center Operating Fund	General Fund	$ 28,669

5. ACCOUNTS RECEIVABLE

		AGENCY FUNDS			
	General Fund	Alexandria Riverfront Center Operating Fund	Visitor's Guide	WBFA	TOTAL
Rapides Parish Police Jury-occupancy taxes	$ 29,686				$ 29,686
State of LA hotel-motel tax rebate	49,512				49,512
Other	5,301	$14,911	$ 2,075	$5,000	27,287
City of Alexandria-Riverfront Center support					
Total	$ 84,499	$14,911	$ 2,075	$5,000	$106,485

6. FIXED ASSETS

Changes in General Fixed Assets are detailed below:

	BALANCE 12/31/00	ADDITIONS	DELETIONS	BALANCE 12/31/01
Automobile	$ 36,008	-0-	-0-	$ 36,008
Office Equipment	56,667	400	-0-	57,067
Furniture and fixtures	11,944	-0-	-0-	11,944
	$104,619	$ 400	$ -0-	$ 105,019

The fixed assets purchased for the Alexandria Riverfront Center are assets of the City of Alexandria and are not included in the Bureau's General Fixed Assets.

7. LONG-TERM DEBT

The following is a summary of changes in general long-term debt:

	COMPENSATED ABSENCES
Balance, Beginning of Year	$ 9,190
Add: Net of leave benefits accrued and paid	12,383
Balance, End of Year	$21,573

8. CHANGES IN AMOUNTS HELD FOR OTHERS IN AGENCY FUNDS

	Alexandria Riverfront Center Reserve Fund	Riverfront Center Operating Fund	WBEA	Guide
Balances, Beginning of Year	$ 244,745	$ 129,283	$ -0-	$ -0-
Additions:				
Transfer of Funds	(25,000)	25,000		
City of Alexandria, city-wide tax		161,798		
State of LA hotel-motel tax rebate		147,370		
City of Alexandria support	25,000	0		
Rental income		134,068		
Other		1,449	22,500	58,400
Interest income	9,917	4,571		
Total Additions	9,917	474,256	22,500	58,400
Reductions:				
Administrative Contract Labor		221,043		
Contract labor-other		42,013		20,000
Collection expense		2,180		
Dues and Fees		1,770	14,000	
Professional Fees		4,032		
Concessions		847		
Equipment maintenance		1,242		
Promotional		4,207		
Insurance		22,180		

8. CHANGES IN AMOUNTS HELD FOR OTHERS IN AGENCY FUNDS (contd)

Maintenance contracts/security		13,330		
Travel		4,757		
Supplies		32,186		32,309
Seminars		600		
Postage		6,802		
Repairs and maintenance		18,127		
Capital Outlay		0		
Telephone		8,978		
Utilities		84,275		
Total Reductions	0	468,569	14,000	32,309
Balances, End of Year	$ 254,662	$134,970	$ 8,500	$ 6,091

TOTAL AMOUNTS HELD FOR OTHERS IN AGENCY FUNDS AT YEAR END:

TOTAL DUE: $404,223

9. OPERATING LEASE

The Bureau entered into a sixty month copier operating lease on November 15, 2000, at $352 per month. Future minimum payments on the copier are as follows:

2002	$ 4,224
2003	4,224
2004	4,224
2005	3,872
Total	$16,544

10. MANAGEMENT AGREEMENT

On May 21, 1996, the Alexandria/Pineville Area Convention and Visitors Bureau entered into a management agreement with the City of Alexandria, Louisiana, in which the Bureau agreed to act as General Manager of the business operations of the Alexandria Riverfront Center. The City agreed to maintain ownership of the Center and to provide office space for the Bureau within the Center at no additional cost to the Bureau. The Bureau is responsible for operating budgets, comprehensive staffing plans, marketing plans, rental schedules, advertising, licensing, promotional activities, public relations, and the design and implementation of a financial accounting system for the Center. The Bureau is to provide the City with monthly financial reports within twenty (20) days of the end of each month. As General Manager for the Center, the Bureau is also responsible for exercising its best efforts in minimizing operating expenses and maximizing operating revenues in good faith judgement. The City has the right to obtain information from the Bureau, upon reasonable demand, and to inspect the books and records of the Center as may be necessary to inform the City concerning the Center and its operations. This management agreement which expired on the last day of March, 2001,was automatically renewed for an additional five (5) year period. Also, this agreement may be terminated if the balance in the Alexandria Riverfront Center falls below $100,000.

11. DEFINED CONTRIBUTION PENSION PLAN

The Bureau began a simplified employee pension plan during 1993. An employee is eligible to participate once they have been employed full time with the Bureau for a full year. The Bureau contributes five percent (5%) of the employee's salary to the plan. Monthly contributions were made for employees during 2001 totaling $7,436.

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
Alexandria, Louisiana

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

The following pages contain the report on internal control structure and compliance with laws and regulations required by Government Auditing Standards issued by the Comptroller General of the United States. The paragraph on internal control structure is based solely on the audit of the general purpose financial statements and includes where appropriate, any reportable conditions and/or material weaknesses. The paragraph on compliance with laws and regulations is, likewise, based solely on the audit of the general purpose financial statements and presents, where applicable, compliance matters that would be material to the general purpose financial statements.

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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
Alexandria/Pineville Area Convention & Visitors' Bureau

We have audited the general purpose financial statements of Alexandria/Pineville Area Convention & Visitors' Bureau (a political subdivision of the State of Louisiana) as of and for the year ended December 31, 2001, and have issued our report thereon dated June 25, 2002. 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 Council's 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 is not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying schedule of findings and questioned costs as items 01-2 and 01-3.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Bureau's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the Bureau's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. The reportable condition is described in

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the accompanying schedule of findings and questioned costs as item 01-1.
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 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that the reportable condition described above is not a material weakness.

This report is intended for the information of the Board of Directors, management and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Danzat Beall & Deborde

Certified Public Accountants
June 25, 2002

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2001

We have audited the financial statements of the Ward 10 Recreation District of Rapides Parish as of December 31, 2001 and have issued our report thereon dated June 25, 2001. 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. Our audit of the financial statements as of and for the year ended December 31, 2001 resulted in an unqualified opinion.

Section I-Summary of Auditors' Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal control

Material Weaknesses ____ Yes ___√___ No Reportable Conditions ___√___ Yes ____ No

Compliance

Non Compliance Material to Financial Statements ___√___ Yes _____ No

Section II-Financial Statement Findings

None

Section III-Findings and Questioned Costs

01-1 MAINTAINING SUBSIDIARY LEDGERS

Condition:	The Bureau did not maintain subsidiary ledgers for accounts receivable or accounts payable.
Criteria:	The accounts receivable and payable subsidiary should be reconciled to the general ledger on a regular basis.
Effect:	Consequently, revenue may not be collected in a timely manner or the bills may not be paid at their due date.
Questioned Costs:	None

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2001
continued

01-2 LOCAL GOVERNMENT BUDGET ACT

Condition: The meeting for approving the budget was not advertised in accordance with revised statute 39:1306

Criteria:

A. Political subdivisions with total proposed expenditures of two hundred fifty thousand dollars or more from the general fund and any special revenue funds shall afford the public an opportunity to participate in the budgetary process prior to adoption of the budget.

B. Upon completion of the proposed budget and, if applicable, its submission to the governing authority, the political subdivision shall cause to be published a notice stating that the proposed budget is available for public inspection. The notice shall also state that a public hearing on the proposed budget shall be held with the date, time, and place of the hearing specified in the notice. The notice shall be published at least ten days prior to the date of the first public hearing. Where applicable, publication shall be in the official journal of the political subdivision. Where there is no requirement that the political subdivision have an official journal, publication shall be in the official journal of the governing authority of the parish in which the political subdivision is located. In cases where the political subdivision is located within the boundaries of more that one parish, publication shall be in the official journal of the governing authority of each parish.

C. No proposed budget shall be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. Nothing herein shall prohibit one or more political subdivisions from conducting joint public hearings.

D. The political subdivision shall certify completion of all action required by this Section by publishing a notice in the same manner as is herein provided for the notice of availability of the proposed budget and public hearing.

Effect: The public will not be able to participate.

Questioned Costs: None

01-3 PROPERTY MANAGEMENT

Condition:	The asset list was not maintained in accordance with revised statute 25:515 (B) 1
Criteria:	The organization is required to maintain records of all equipment and other general fixes assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase, the initial cost, the disposition, if any, the purpose of such disposition, and the recipient of the property.
Effect:	Items purchased with agency funds will not be readily identifiable or properly accounted for.
Questioned Costs:	None.

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2001

FINDING 1999-01 Bureau's management should maintain accounts receivable and accounts payable subsidiary ledgers, periodically age the amounts due and reconcile them to the general ledger.	Not Resolved.

ALEXANDRIA/PINEVILLE AREA CONVENTION AND VISITORS BUREAU
ALEXANDRIA, LA.

CORRECTIVE ACTION PLAN
YEAR ENDED DECEMBER 31, 2001

Auditor Ref. Number

01-1 Procedures will be established to reconcile our accounts payable and accounts receivable ledgers to the general ledger accounts. We will also age those payables and receivables to ensure that funds due the Bureau are timely collected and that our liabilities are promptly paid.

01-2 The budget process will be conducted in accordance with applicable state law.

01-3 Asset records will be updated and maintained in accordance with state law.

Name of Contact Person: Mrs. Jill Kidder, Executive Director

Date: June 25, 2002