

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OROCHITA PARISH  
MONROE, LOUISIANA  
RESOLUTION OF THREE YEAR AUDIT FINDINGS (CONTINUED)  
DECEMBER 31, 1998

- Finding: We found that adjusting journal entries made during the year did not always have sufficient explanation as to the purpose of the entry or management's approval of the entry.
- Status: The Bureau maintained a more detailed explanation on all journal entries.
- Finding: We found that the Bureau does not maintain a log for automobile travel expense.
- Status: An auto log was maintained detailing expenses and mileage.
- Finding: We found that a travel advance and a company credit card is given to employees for travel expenditures. Although the travel advance is reimbursed only after receiving proper support documentation, it is not given for a specific travel event.
- Status: Cash advances were no longer provided for travel.
- Finding: The Monroe-West Monroe Convention and Visitors failed to timely supply written documentation as quotes for amounts between \$5,000 to \$10,000 or timely written documentation when the lowest quote was not used.
- Status: Subsequent to receiving the 1995 audit finding, the Bureau organized an oversight committee to review all large purchase requests to insure compliance with bid and quote laws.
- Finding: The Monroe-West Monroe Convention and Visitors Bureau of Oroschita Parish failed to comply with certain statutory requirements to not reimburse directors for costs of meals at monthly meetings.
- Status: Subsequent to receiving the 1995 audit finding, the Bureau no longer paid for meals of the board members during board meetings.

SUPPLEMENTAL INFORMATION

HONORÉ-WEST HONORÉ CONVENTION AND VISITORS BUREAU OF ORACONITA 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, 1994

	FUND BUDGET	GENERAL FUND ACTUAL	VARIANCE PAYABLE (DEFICIT/SURPLUS)
<b>REVENUES</b>			
Hotel-Motel Occupancy Tax	306,891	340,111	13,220
Hotel-Motel Sales Tax Rebate	506,763	436,752	(70,011)
Miscellaneous Revenues and Interest	<u>21,856</u>	<u>22,412</u>	<u>556</u>
<b>TOTAL REVENUES</b>	<b>835,510</b>	<b>799,275</b>	<b>(36,235)</b>
<b>EXPENDITURES</b>			
<b>Personnel Services</b>			
Salaries - Regular	126,800	131,648	4,848
FICA Taxes and Retirement Fund	36,400	33,358	(3,042)
Unemployment Benefits	2,800	658	(2,142)
Other Related Benefits	13,600	13,888	788
<b>Travel</b>			
Travel and Convention Solicitation	17,800	14,357	(3,443)
Gasoline and Related Expenses	3,800	3,348	(452)
Auto Supplies and Maintenance	1,700	3,284	154
<b>Operating Supplies</b>			
Advertising	66,000	64,123	(1,877)
Convention Services	33,200	38,832	5,632
Miscellaneous Advertising	13,800	13,885	85
Printing	64,000	68,428	4,428
Photographics	4,000	3,884	(116)
Typing	-	13,888	13,888
Insurance, other than Personal	9,600	9,882	282
Maintenance of Property and Equipment	7,500	6,997	(503)
Rentals and Related Expenses	23,900	22,928	(972)
Dues, Subscriptions and Organizations	10,600	7,624	(2,976)
Postage	13,100	12,744	(356)
Telephone	12,800	12,671	(129)
Other Operating Supplies	25,500	9,848	(15,652)
Utilities	4,700	6,286	1,586
<b>Supplies</b>			
Office Supplies	3,800	3,544	(256)
Operating Supplies	1,700	3,776	2,076

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

MONROE-WEST SERVICE CONVENTION AND VISITORS BUREAU OF MONROE, 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, 1996

	FIELD BUDGET	GENERAL FUND ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Professional Services			
Accounting and Auditing	6,000	6,828	38
Other Professional Services	70,000	69,888	138
Other Charges			
Miscellaneous Charges	1,000	948	58
Collection Fees (Statutory charges)	4,000	4,000	-
Special Promotion	16,000	65,872	11,090
capital outlays			
household equipment	8,100	8,858	( 299)
office equipment	3,888	4,000	1,808
leasehold improvement	12,743	12,743	1,000
<b>TOTAL EXPENDITURES</b>	<b>106,631</b>	<b>125,218</b>	<b>28,129</b>
Excess (Deficiency) of Revenues Over Expenditures	285,910	174,950	(100,961)
<b>FUND BALANCES</b>			
Beginning of Year	442,521	442,527	-
Designated Funds	(378,000)	(378,000)	-
Prior Period Adjustment:	-----	-----	-----
End of Year	<b>64,521</b>	<b>64,527</b>	<b>(6,006)</b>

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

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUCHITA PARISH  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1988

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.

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.

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.

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 30, 1985 no longer require the Ouachita Parish Police Jury's approval.

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF COCAINTA PARISH  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED DECEMBER 31, 1996

Note 1 - Summary of significant Accounting Policies (Continued)

e. Budgetary Practices: (Continued)

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 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.

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.

MANAGER-WEST PORTLAND CONVENTION AND VISITORS BUREAU OF COUNCIL OF PARISHES  
MONROE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1994

Note 2 - Cash

At December 31, 1994, the Bureau had cash totaling \$861,217 as follows:

Demand Deposits	\$ 49,382
Time Deposits	\$11,835
Total	<u>\$61,217</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 \$11,835 in the Louisiana Asset Management Pool (LAMP).

The Louisiana Asset Management Pool, or LAMP, is a non-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. 90-162 (March 31, 1990) issued by the 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, 1994.

<u>Class of Receivable</u>	<u>General Fund</u>
Hotel/Motel Sales Tax Rebate	\$ 81,867
Hotel/Motel Sales Tax Revenue	31,800
Miscellaneous Accounts	265
Total	<u>\$113,932</u>

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

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

Note 4 - Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	Balance January 1, 1998	Additional Acquisitions	Disposal	Balance December 31, 1998
Furniture and Equipment	1144,284	\$ 5,000	-	\$149,378
Vehicle	28,282	-	-	28,168
Leasehold Improvements	27,830	31,073	-	48,904
Total	\$1200,396	\$36,073	\$-	\$158,448

A summary of changes in Accumulated Depreciation follows:

	Beginning Depreciation Balance	For 1998	Disposal of Asset	Ending Balance
Accumulated Depreciation	\$124,381	\$22,814	\$0	\$147,195

Note 5 - Pension Plan

Substantially all employees of the Monroe-West Monroe Convention and Visitors Bureau of Orchita Parish are members of the Periodical 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 18 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

MEMBER-NEWT HONORABLE CONVENTION AND VISITORS BUREAU OF ORCHITA PARISH  
MEMBER, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1996

Note 5 - Pension Plan (Continued)

Final-average salary for each year of service credited after the retirement 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 benefits accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

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 70804-0619, or by calling 1504/928-1361.

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 7.25 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 13:103, 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, 1996, 1995, and 1994, were \$6,887, \$11,371, and \$15,547, respectively, equal to the required contributions for each year.

Note 6 - Leases

The minimum annual commitments under a non-cancelable operating lease with certain exceptions are as follows:

<u>Year</u>	<u>Building and Office Facilities</u>
1997	\$15,794

MOOROE-WEST MOOROE CONVENTION AND VISITORS BUREAU OF QUACHITA PARISH  
MOOROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1994

Note 6 - Leases (Continued)

No lease payments are due subsequent to December 31, 1997. The lease commences 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 1994.

Note 8 - 1993 Prior Period Adjustment

Governmental Accounting Standards Board Statement No. 27, which became effective for financial statements for periods beginning after June 15, 1994, requires that certain taxpayer-assessed taxes follow the modified accrual basis. The Hotel-Motel Sales Tax Rebate, which had previously been recorded when received, must now be accrued as these funds become measurable and available. Accordingly, the 1993 beginning fund balance has been adjusted by \$62,743 to reflect the prior year accrual.

Note 9 - Bid Violations

The Mooroe-West Mooroe Convention and Visitors Bureau of Quachita Parish failed to comply with certain statutory requirements to obtain competitive bids on printing expenditures and the purchase of certain office equipment, each in amounts over \$10,000 that may be material to the general fund. The financial statements do not include an adjustment for any liability that may result from actions of the entity in relation to not obtaining competitive bids.

During 1994, the Bureau established a committee to oversee the bidding process. Since its establishment, no failures in bid requirements have occurred.

HONNOR-MEST HONNOR CONVENTION AND VISITORS BUREAU OF OURCHITA PARISH  
MONROE, LOUISIANA  
RESOLUTION OF PRIOR YEAR AUDIT FINDINGS  
DECEMBER 31, 1986

- Finding: We found that petty cash funds are being co-mingled with vending machine sales funds. We recommend that such sales be kept apart from the petty cash fund. Additionally, petty cash is kept unsecured in a drawer with several individuals having access.
- Status: The Bureau no longer maintains a petty cash fund.
- Finding: We found that controls over fixed assets were weak.
- Status: Fixed assets were tagged and maintained on a master list.
- Finding: We were unable to secure a written lease for the building.
- Status: A written lease was obtained from the Ouachita Parish Police Jury.
- Finding: We found that one cash checking account was overdrawn by \$14,485. The overdraft was due to mailing checks at year end which were not expected to clear the bank until early 1987 after a sales tax check was received and deposited. All checks did clear.
- Status: The bank overdraft was corrected by the Bureau.
- Finding: We found that some disbursements were not supported by proper documentation at the time of payment. However, documentation was obtained before the completion of the audit.
- Status: The Bureau maintained supporting documents for disbursements.
- Finding: We found that although management has maintained a weekly computer backup, it has not been fully safeguarded.
- Status: The Bureau purchased and used a fireproof safe for computer backup tapes.

As discussed in note 9, Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish failed to comply with certain statutory requirements to obtain competitive bids for printing and certain office equipment in amounts over \$18,000 that may be material to the general fund. The financial statements do not include an adjustment for any liability that may result from the actions of the entity in relation to not obtaining competitive bids.

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MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF OUCHITA PARISH  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1986

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, 1986 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 composite unit of the Ouachita Parish Police Jury, the governing body of the Parish and governmental body with oversight responsibility until June 8, 1986 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 ORANGEITA PARISH  
MONROE, LOUISIANA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1986

EXPENDITURES (Continued)	FUND TYPE FUNCTIONAL	TOTALS (MEMORANDUM ONLY)	
		1986	1985
Professional Services			
Accounting and Auditing	6,614	6,614	2,995
Other Professional Services	69,846	69,846	35,673
Other Charges			
Miscellaneous Charges	844	844	275
Collection Fees (Statutory Charges)	4,000	4,000	4,000
Special Promotions	69,872	69,872	88,306
Capital Outlays			
Household Equipment	8,858	8,858	8,870
Office Equipment	4,460	4,460	22,480
Household Improvement	12,742	12,742	4,254
<b>TOTAL EXPENDITURES</b>	<b>224,716</b>	<b>224,716</b>	<b>226,442</b>
<u>Excess (Deficiency) of Revenues Over Expenditures</u>	174,859	174,859	86,975
<u>FUND BALANCES - Beginning of Year</u>	442,327	442,327	276,789
<u>Designated Fund Balance</u>	1370,000	1370,000	-
<u>Prior Period Adjustment</u>	-	-	62,769
<u>FUND BALANCES - End of Year - Unreserved and Undesignated</u>	<u>247,486</u>	<u>247,486</u>	<u>342,327</u>

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

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

GENERAL MONROE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
DECEMBER 31, 1936

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, entity and other appropriate public officials. The report is available for public use; offices of the State House; office of the Legislative Auditor and, where appropriate, of the office of the parish clerk of court.

Release Date: 11-14-1999

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU  
OF ORCHITA PARISH  
DECEMBER 31, 1996

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MOORCO-NEST MOORCO CONVENTION AND VISITORS BUREAU OF ORANGITA PARISH  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1996

Note 10 - Designated Fund Balances

The Bureau committed \$300,000 to aid the construction of breakout rooms at the Monroe Civic Center during the year 1996. Also, the Bureau designated to set aside \$70,000 into a contingency-emergency fund during 1996.



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May 5, 1987

**INDEPENDENT AUDITORS' REPORT ON THE  
 INTERNAL CONTROL STRUCTURE BASED ON AN  
 AUDIT OF THE FINANCIAL STATEMENTS PERFORMANCE  
 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, 1986, and have issued our report thereon dated May 5, 1987.

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.

The management of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structures, policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are recorded in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected.

Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

HONORÉ-WEST HONORÉ COMMISSION AND VISITORS BUREAU OF QUINCYTA PRATSK  
 HONORÉ, LOUISIANA

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
 IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES  
 FOR THE YEAR ENDED DECEMBER 31, 1996

REVENUES	FUND TYPE GENERAL	TOTALS	
		1996	1995
Hotel-Motel Occupancy Tax	340,511	340,511	334,330
Hotel-Motel Sales Tax Rebate	430,193	430,193	334,000
Miscellaneous Revenues	4,000	4,000	2,730
Interest	18,383	18,383	14,383
<b>TOTAL REVENUES</b>	<b>793,087</b>	<b>793,087</b>	<b>685,443</b>
<b>EXPENDITURES</b>			
Personal Services			
Salaries - Regular	132,888	132,888	140,430
FICA Taxes	2,871	2,871	2,380
Retirement Fund Expense	8,887	8,887	11,370
Unemployment Benefits	888	888	2,447
Other Related Benefits	13,000	13,000	17,395
Travel			
Travel and Convention Solicitation	14,357	14,357	17,353
Meals and Related Expenses	2,300	2,300	2,792
Auto Repairs and Maintenance	1,800	1,800	872
Operating Supplies			
Advertising	89,190	89,190	49,860
Convention Services	8,351	8,351	9,938
Miscellaneous Advertising	19,800	19,800	1,883
Printing	55,600	55,600	49,410
Photocopying	3,000	3,000	2,300
Tyres	13,050	13,050	2,180
Insurance, Other than Personal	9,000	9,000	6,797
Maintenance of Property and Equipment	6,997	6,997	7,300
Rentals and Related Expenses	22,920	22,920	22,343
Dues and Subscriptions	1,300	1,300	1,800
Postage	12,744	12,744	12,001
Telephone	12,871	12,871	12,801
Other operating supplies	9,840	9,840	21,411
Utilities	6,300	6,300	6,300
Professional organizations	9,698	9,698	9,700
Supplies			
Office Supplies	2,504	2,504	2,770
Operating Supplies	1,776	1,776	1,260

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

This report is intended for the use of management, the Legislative Auditor of the State of Louisiana, and the Ouachita Parish Police Jury. However, this report is a matter of public record and its distribution is not limited.

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  - Corporate Real Estate

May 5, 1997

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH  
LAWS, REGULATIONS, CONTRACTS, AND GRANTS 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, 1996, and have issued our Report thereon dated May 5, 1997.

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.

Compliance with laws, regulations, contracts, and grants applicable to the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish is the responsibility of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Bureau's regulations, contracts, and grants. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed the following instance of noncompliance that is required to be reported herein under Government Auditing Standards for which the ultimate resolution cannot be determined. Accordingly, no provision for any liability that may result has been recognized in the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish's 1996 financial statements.

EXHIBIT A

MONROE-WEST MONROE CONVENTION AND VISITORS BUREAU OF ORACHTA PARISH  
 MONROE, LOUISIANA  
 COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS  
 DECEMBER 31, 1996

ASSETS	FUND TYPE	ACCOUNT GROUP		TOTALS	
		GENERAL	FIXED ASSETS	(MEMORANDUM ONLY) 1996	1995
Cash		343,217	-	343,217	343,297
Receivables (Net of Allowances for Uncollectibles)		125,188	-	125,188	163,176
Prepaid Expenses		26,788	-	26,788	26,533
Furniture, Equipment and Vehicle (Net of Accumulated depreciation)		-	81,131	81,131	87,885
<b>TOTAL ASSETS</b>		<b>505,203</b>	<b>81,131</b>	<b>586,334</b>	<b>620,931</b>
<b>LIABILITIES</b>					
Overdraft		-	-	-	14,485
Accounts Payable		68,783	-	68,783	75,494
Accrued and Withheld Payroll Taxes		5,236	-	5,236	9,500
<b>TOTAL LIABILITIES</b>		<b>73,799</b>	<b>-</b>	<b>73,799</b>	<b>99,479</b>
<b>FUND EQUITY</b>					
Investment in General Fixed Assets		-	81,131	81,131	87,885
Fund Balances:					
Fund Balances Designated		378,000	-	378,000	18,750
Fund Balances Unexpended and Undesignated		127,203	-	127,203	422,116
<b>TOTAL FUND EQUITY</b>		<b>435,203</b>	<b>81,131</b>	<b>516,334</b>	<b>520,452</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<b>107,598</b>	<b>81,131</b>	<b>590,133</b>	<b>620,931</b>

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

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In planning and performing our audit of the general purpose financial statements of the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish for the year ended December 31, 1998, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Bureau's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

1. The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish failed to timely supply written documentation on quotes for amounts between \$5,000 to \$10,000 or timely written documentation when the lowest quote was not used. During 1998, the Bureau established a committee to oversee the bidding process. Since its establishment, no failures in bid requirement have occurred. We recommend that the Bureau continue using the committee to oversee all potential bid purchases.

Reply: The Executive Director agreed with this finding.

2. The Bureau failed to maintain copies of I-9's and W-4's in employee files. We recommend that all employee files include the necessary documentation and IRS required payroll forms.

Reply: The Executive Director agreed with this finding.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities 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 structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

The Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish failed to comply with certain statutory requirements to obtain competitive bids on printing expenditures and the purchase of mail processing equipment in amounts over \$10,000 that may be material to the general fund. These results were found both during the year and subsequent to the year ended December 31, 1988. During 1990, the Bureau established a committee to oversee the bidding process. Since its establishment, no failures in bid requirements have occurred.

We considered this instance of noncompliance in forming an opinion on whether the Monroe-West Monroe Convention and Visitors Bureau of Ouachita Parish's financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect our report dated May 3, 1989 on these financial statements.

This report is intended for the information of management, the legislative Auditor of the State of Louisiana, and the Ouachita Parish Police Jury. However, this report is a matter of public record and its distribution is not limited.

  
PERRY & COMPANY  
A PROFESSIONAL ACCOUNTING CORPORATION