

Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist

Agency/Program: DCRT - Tourism

Recipient: Avoyelles Commission of Tourism

- Indicate:
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: Lindsey Schmitt
Contract Monitor

11/16/12
Date

Kyle Edmister
Appointing Authority

7/19/12
Date

**Transmittal to Louisiana Legislative Auditor
of Comprehensive Budget Information**

**Transferring Agency: Office of the Lt. Governor/Department of
Culture, Recreation & Tourism**

Agency #: 267

Program #: CMP 2012-2013

Receiving Agency or Entity

Name	Type	\$ Amount
Alexandria-Pineville CVB	CEA	\$10,000.00
Avoyelles Commission of Tourism	CEA	\$10,000.00
Baton Rouge CVB	CEA	\$10,000.00
Cajun Coast/St. Mary Parish Tourist Comm.	CEA	\$10,000.00
Cameron Parish Tourist Commission	CEA	\$10,000.00
Concordia Parish Indus & Econ. Dev't Dist	CEA	\$2,148.00
Holiday Trail of Lights (Shreveport-Bossier CTB)	CEA	\$9,657.50
Iberia Parish Tourist Comm.	CEA	\$10,000.00
Iberville Parish Tourist Comm.	CEA	\$10,000.00
Jeff Davis Parish Tourist Comm	CEA	\$10,000.00
Lafourche Parish Tourist Comm.	CEA	\$10,000.00
Lake Charles/Southwest LA CVB	CEA	\$10,000.00
Madison Parish Tourist Comm.	CEA	\$1,609.30
Monroe-West Monroe CVB	CEA	\$10,000.00
Natchitoches Parish Tourist Comm.	CEA	\$10,000.00
New Orleans CVB	CEA	\$10,000.00
River Parishes Tourist Comm.	CEA	\$10,000.00
Ruston Lincoln CVB	CEA	\$10,000.00
Sabine Parish Tourist Comm.	CEA	\$10,000.00
Shreveport-Bossier CVB	CEA	\$10,000.00

Please attach email submission/documentation.

Submitted by: *[Signature]* Date Submitted: 11.16.12

**Avoyelles Parish Police Jury
Avoyelles Commission of Tourism
Proposed Budget FY 2012**

Anticipated Revenues:

Hotel/Motel Tax	90,000.00
Tunica Biloxi Tribe	50,000.00
Casino Revenues	50,000.00
Interest	450.00
Miscellaneous	500.00
Fairs/Festivals	750.00
Gift Shop Sales	2,000.00
Tours	500.00
BP Balance	28,741.13

TOTAL REVENUES:

222,941.13

Projected Expenditures:

GenFd/Admin Fees(4%)	7,768.00
Property/GL Insurance	2,600.00
Salaries & Wages	44,000.00
Medicare Tax	638.00
Social Security Tax	2,728.00
Workers Compensation	250.00
Unemployment Insurance	100.00
Adv/Publications/Subscrips	98,766.00
Official Publications	200.00
Fees/Dues	2,000.00
Electricity	5,000.00
Water	200.00
Sewer Fee	50.00
Postage	750.00
Phone Service	4,500.00
Rent/Lease Copier	2,400.00
Building Maintenance	1,000.00
Accounting Fees	800.00
Office/Computer Supplies	4,000.00
Gift Shop Sales	2,000.00
Promotional Items	5,000.00
Fairs/Festivals	750.00
Janitorial Supplies	200.00
Dumpster Rental Fees	500.00
Travel/Mileage	3,000.00
Miscellaneous Expense	1,500.00
Convention Expense	3,000.00
Tours	500.00
BP Expense 2012	15,820.56
BP Expense 2013	12,920.57

TOTAL EXPENDITURES:

222,941.13

Excess<Deficit>:

.00