

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

Management provided me with the required list.

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

None of the employees included on the list of employees provided by management [agreed-upon procedure (2)] appeared on the list provided by management in agreed-upon procedure.

Budgeting

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

Management provided me with a copy of the original budget. There was one amendment to the budget during the year.

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

I traced the adoption of the amendment to the budget to the minutes of a meeting held on September 18, 1994 which indicated that the budget had been amended by the commissioners of Aviation-St. James Airport and Transportation Authority. The motion passed with no opposition.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures varied budgeted amounts by more than 5%.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were 16.26% increase and Actual expenses were 11.09% decrease.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and (a) trace payments to supporting documentation as to proper amount and payee;

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

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

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

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

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Board of Commissioners. In addition, each of the disbursements were traced to the district's minute book where they were approved by the full Commission.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Ascension-St. James Airport and Transportation Authority is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. For special meeting notice is required to be posted at Ascension & St. James Courthouse and the press to be notified 24 hours prior to meeting. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

Debit

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

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

Advances and Bonuses

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

A reading of the minutes of the district for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

Michel Letour, Jr.
Certified Public Accountant
114 E. Ascension Street
Covington, LA 70731
Phone (504) 837-2424 Fax (504) 837-4982

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

Ascension-St. James Airport and
Transportation Authority
Executive Department
State of Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Ascension-St. James Airport and Transportation Authority and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Ascension-St. James Airport and Transportation Authority compliance with certain laws and regulations during the year ended June 30, 1985 included in the accompanying Louisiana Alternative Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works, exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$5,000 and one expenditure was made for public works exceeding \$50,000. I examined documentation which indicated that all of these expenditures had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

Code of Ethics for Public Officials and Public Employees

1. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list.

ASCENSION-ST. JAMES AIRPORT AND
TRANSPORTATION AUTHORITY
EXECUTIVE DEPARTMENT
STATE OF LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1995

	<u>GOVERNMENTAL FUNDS</u>		TOTAL MEMORANDUM ONLY
	<u>GENERAL</u>	<u>CAPITAL PROJECTS</u>	
REVENUES:			
Hangar rentals & fees	\$ 49,219	\$ -	\$ 49,219
Interest	2,944	-	2,944
Commissions	6,511	-	6,511
Miscellaneous	327	-	327
Total revenues	<u>59,001</u>	<u>-</u>	<u>59,001</u>
EXPENDITURES:			
Utilities	7,761	-	7,761
Compensation	4,769	-	4,769
Aviation consultant	4,698	-	4,698
Site maintenance	9,781	-	9,781
Compensation paid to board members	4,875	-	4,875
Office supplies	1,745	-	1,745
Professional fees	5,880	-	5,880
Miscellaneous	125	-	125
Capital outlay	-	131,733	131,733
Total expenditures	<u>51,424</u>	<u>131,733</u>	<u>183,157</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	7,577	(131,733)	(124,157)
FUND BALANCE, beginning of year	128,760	166,261	295,021
FUND BALANCE, end of year	\$ 136,337	\$ (65,472)	\$ 70,865

**ACACONIN-ST. JAMES AIRPORT AND
 TRANSPORTATION AUTHORITY
 EXECUTIVE DEPARTMENT
 STATE OF LOUISIANA
 ALL FUND TYPES AND ACCOUNT GROUP
 COMBINED BALANCE SHEET, JUNE 30, 1995**

	<u>GOVERNMENTAL FUND TYPES</u>		<u>ACCOUNT</u>		<u>TOTAL</u>
	<u>GENERAL</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>GROUP</u> <u>FOUND</u> <u>ASSETS</u>		
ASSETS					
Cash	\$ 72,572	\$ -	\$ -	\$ -	\$ 72,572
Interfund receivable	500,000	-	-	-	500,000
Direct fund assets	-	-	6,526,423	-	6,526,423
Total assets	\$ 572,572	\$ -	\$ 6,526,423	\$ -	\$ 7,100,000
LIABILITIES & FUND EQUITY:					
LIABILITIES:					
Accrued expenses	\$ 100	\$ -	\$ -	\$ -	\$ 100
Interfund payable	-	200,000	-	-	200,000
Notes payable	250,000	-	-	-	250,000
Total liabilities	\$ 350,000	\$ 200,000	\$ -	\$ -	\$ 550,000
FUND EQUITY:					
Investment in general fund assets	-	-	6,526,423	-	6,526,423
Fund balances-unserved	311,144	(500,000)	-	-	(188,856)
Total fund balances (deficit)	\$ 311,144	\$ (500,000)	\$ 6,526,423	\$ -	\$ 6,337,567
Total liabilities & fund equity	\$ 711,144	\$ -	\$ 6,526,423	\$ -	\$ 7,237,567

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Recreation-St. James Airport and
Transportation Authority
Executive Department
State of Louisiana

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STATE OF LOUISIANA
EXECUTIVE DEPARTMENT

Independent Accountant's Compilation Report

I have compiled the general purpose financial statements of the Recreation-St. James Airport and Transportation Authority as of June 30, 1995 and for year then ended, in accordance with standards for Accounting and Review services established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of general purpose financial statements information that is the representation of the Recreation-St. James Airport and Transportation Authority management. I have not audited or reviewed the accompanying general purpose financial statements and accordingly, do not express an opinion or any other form of assurance on them.

November 3, 1996

Michel Latour Jr.

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, 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.

Witness Date: NOV 29 1996

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STATE OF LOUISIANA
LEGISLATIVE AUDITOR

This report is intended solely for the use of management of Ascension-St. James Airport and Transportation Authority and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

November 7, 1986

Michel Saturey