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MOREHOUSE PARISH COMMUNICATIONS DISTRICT
FINANCIAL REPORT
(Compiled)
AND
REPORT ON APPLYING AGREED-UPON PROCEDURES
December 31, 1999

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 8-9-00

HILL, INZINA & COMPANY

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HILL, INZINA & COMPANY

ACCOUNTANT'S COMPILATION REPORT

Board of Commissioners
Morehouse Parish Communications District
Bastrop, Louisiana

We have compiled the accompanying general-purpose financial statements of Morehouse Parish Communications District (a component unit of Morehouse Parish), as of and for the year ended December 31, 1999, in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of the District. We 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.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity and other credits, revenues, and expenditures. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Hill, Inzina & Co.

May 1, 2000

GENERAL-PURPOSE FINANCIAL STATEMENTS

(COMBINED STATEMENTS)

COMBINED BALANCE SHEET - FUND TYPE AND ACCOUNT GROUP
December 31, 1999

	<u>Governmental</u> <u>Fund Type</u>	<u>Account Group</u>	<u>Totals -</u> <u>(Memo-</u> <u>randum Only)</u>
ASSETS	<u>General</u>	<u>General</u> <u>Fixed Assets</u>	
Assets:			
Cash	\$ 40,916	\$ -	\$ 40,916
Certificate of deposit	91,223	-	91,223
User fees receivable	12,563	-	12,563
General fixed assets	-	429,164	429,164
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 144,702</u>	<u>\$ 429,164</u>	<u>\$ 573,866</u>
LIABILITIES, EQUITY, AND OTHER CREDITS			
Liabilities:			
Accounts payable	\$ 5,497	\$ -	\$ 5,497
Accrued expenses	149	-	149
Total liabilities	<u>\$ 5,646</u>	<u>\$ -</u>	<u>\$ 5,646</u>
Equity and other credits:			
Investment in general fixed assets	\$ -	\$ 429,164	\$ 429,164
Fund balance - unreserved and undesignated	139,056	-	139,056
Total equity and other credits	<u>\$ 139,056</u>	<u>\$ 429,164</u>	<u>\$ 568,220</u>
	<hr/>	<hr/>	<hr/>
Total liabilities, equity, and other credits	<u>\$ 144,702</u>	<u>\$ 429,164</u>	<u>\$ 573,866</u>

See accountant's compilation report.

MOREHOUSE PARISH COMMUNICATIONS DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - BUDGET AND ACTUAL -
 GOVERNMENTAL FUND TYPE - GENERAL FUND
 For the Year Ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable <u>(Unfavorable)</u>
Revenues:			
User fees and services	\$ 145,912	\$ 152,463	\$ 6,551
Interest	-	3,492	3,492
	<u>\$ 145,912</u>	<u>\$ 155,955</u>	<u>\$ 10,043</u>
Expenditures:			
Public safety:			
Commissioners' fees	\$ 1,650	\$ 345	\$ 1,305
Contractual services	18,000	18,000	-
Insurance	-	138	(138)
Legal and accounting	2,600	2,383	217
Legal publishing	-	128	(128)
Maintenance and use	77,750	59,516	18,234
Materials and supplies	4,500	3,000	1,500
Office and postage	600	32	568
Repairs and maintenance	-	10,141	(10,141)
Salaries	3,600	3,898	(298)
Taxes - payroll	924	298	626
Telephone	-	549	(549)
Travel and meetings	750	-	750
Capital outlay	35,000	26,512	8,488
	<u>\$ 145,374</u>	<u>\$ 124,940</u>	<u>\$ 20,434</u>
Excess of revenues over expenditures	\$ 538	\$ 31,015	\$ 30,477
Fund balance - beginning	<u>108,041</u>	<u>108,041</u>	<u>-</u>
Fund balance - ending	<u>\$ 108,579</u>	<u>\$ 139,056</u>	<u>\$ 30,477</u>

See accountant's compilation report.

HILL, INZINA & COMPANY

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners
Morehouse Parish Communications District
Bastrop, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Morehouse Parish Communications District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the District's compliance with certain laws and regulations during the year ended December 31, 1999, included in the accompanying *Louisiana Attestation 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, we 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.

Our applied procedures, together with any findings, follow:

Public Bid Law

1. Select all expenditures made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determined whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).
 - Our review of expenditure totals and the detail general ledger revealed one individual expenditure for materials and supplies exceeding \$15,000 and no individual expenditure for public works exceeding \$100,000. We examined documentation which indicated that the expenditure was made under state contract.

Code of Ethics for Public Officials and Public Employees

2. 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.
3. Obtain from management a listing of all employees paid during the period under examination.
4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.
 - Management provided the required information. The employee included on the employee list provided by management in agreed-upon procedure (3) did not appear on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.
6. Trace the budget adoption and amendments to the minute book.
7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceeded budgeted amounts by 5% or more.
 - Management provided a copy of the original budget. No amendments were made to the budget during the year. We traced the adoption of the original budget to the minutes of a meeting held on April 20, 1999.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues for the year did not fail to meet budgeted revenues by 5% or more and actual expenditures did not exceed budgeted amounts by 5% or more.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and (a) trace payments to supporting documentation as to proper amount and payee; (b) determine if payments were properly coded to the correct fund and general ledger account; and (c) determine whether payments received approval from proper authorities.

- We examined supporting documentation for each of the six selected disbursements and found that the payments were for the proper amounts and made to the correct payees; were properly coded to the correct fund and general ledger accounts; and received approval from the Board of Commissioners.

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).
 - The District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's meeting location. Management has asserted that such documents were properly posted.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.
 - We scanned bank deposits and the detail general ledger for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments had been made to employees which may constitute bonuses, advances, or gifts.
 - A reading of the minutes for the District for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Morehouse Parish Communications District 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.

Hill, Morgan & Co.

May 1, 2000

LOUISIANA ATTESTATION QUESTIONNAIRE

January 4, 2000 (Date Transmitted)

Hill, Inzina & Co.
Certified Public Accountants
P. O. Box 631
Bastrop, LA 71221-0631

In connection with your compilation of our financial statements as of December 31, 1999, and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations. These representations are based on the information available to us as of January 4, 2000 (date of completion).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of administration, State Purchasing Office.

Yes [] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in LSA-RS 42:1 through 42:12.

Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution and LSA-RS 39:1410.60-1410.65.

Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138 and AG Opinion 79-729.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Steve Fuller Chairman Jan. 4, 2000 Date

Brenda Orcher Bookkeeper 1-4-2000 Date

MOREHOUSE PARISH COMMUNICATIONS DISTRICT

MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
For the Year Ended December 31, 1999

We have compiled the general-purpose financial statements of Morehouse Parish Communications District of Morehouse Parish, Louisiana, as of and for the year ended December 31, 1999, and have issued our report thereon dated May 1, 2000. We conducted our compilation in accordance with *Statements on Standards for Accounting and Review Services*, issued by the American Institute of Certified Public Accountants.

Section I - Agreed-Upon Procedures

1999-1 Budgeting (initial citing)

Finding: The 1999 budget was not formally adopted by the Board of Commissioners until April 20, 1999.

Management's
corrective
action plan: The proposed budget will be completed and submitted to the Board of Commissioners and made available for public inspection no later than fifteen days prior to the beginning of each fiscal year. All action necessary to adopt and finalize the budget will be completed prior to year end.

Contact person: Chairman Steve Fuller

Anticipated
completion date: Completion and submission of the 2000 budget will be timely.

Section II - Management Letter

None issued.

MOREHOUSE PARISH COMMUNICATIONS DISTRICT
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended Decmeber 31, 1999

Section I - Agreed-Upon Procedures

1998-1 Budgeting

The proposed budget will be completed and submitted to the Board of Commissioners and made available for public inspection no later than fifteen days prior to the beginning of each fiscal year. All action necessary to adopt and finalize the budget will be completed prior to year end.

No longer applicabl.

Section II - Management Letter

None issued.