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TRAIL BLAZERS LIBRARY SYSTEM
MONROE, LOUISIANA

COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED
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 4/5/00

TRAIL BLAZERS LIBRARY SYSTEM
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MONROE, LOUISIANA

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JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.

JULIAN B. JOHNSTON, CPA
ROWLAND H. PERRY, CPA, APC
CHARLES L. JOHNSON, JR., CPA



Certified Public Accountants
3007 Armand Street
Monroe, Louisiana 71201
Telephone (318) 322-5156 or (318) 323-1411
Facsimile (318) 323-6331

- Accounting & Auditing
 - H.U.D. Audits
 - Non-Profit Organizations
- Business & Financial Planning
- Tax Preparation & Planning
 - Individual & Partnership
 - Corporate & Fiduciary
- Bookkeeping & Payroll Services

FAM BATTAGLIA, CPA
JAY CUTIBERT, CPA
JAY HUGHES, CPA
VIOLET M. ROUSSEL, CPA

March 24, 2000

ACCOUNTANTS' REPORT

To the Governing Board
Trail Blazers Library System
Monroe, Louisiana

We have compiled the accompanying combined balance sheet - all fund types and account groups of the Trail Blazers Library System as of December 31, 1999 and the related statements of revenue, expenditures and changes in fund balance and the statement of revenue, expenditures and changes in fund balances - budget and actual for the year then ended, 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. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Johnston, Perry, Johnson & Associates, L.L.P.

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

TRAIL BLAZERS LIBRARY SYSTEM
 COMBINED BALANCE SHEET—ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 1999

| | GOVERNMENTAL FUND TYPES ACCOUNT GROUPS | | TOTALS (Memorandum Only) 1999 |
|--|--|-------------------------|--|
| | General Fund | General Fixed Assets | |
| <u>ASSETS</u> | | | |
| Cash | 2,858 | - | 2,858 |
| Investments | 52,000 | - | 52,000 |
| Prepaid Expenses | 2,548 | - | 2,548 |
| Equipment | - | 16,823 | 16,823 |
| <u>TOTAL ASSETS</u> | <u>57,406</u> | <u>16,823</u> | <u>74,229</u> |
| <u>LIABILITIES</u> | | | |
| Accounts Payable | 554 | -0- | 554 |
| <u>TOTAL LIABILITIES</u> | <u>554</u> | <u>-0-</u> | <u>554</u> |
| <u>FUND EQUITY</u> | | | |
| Investment in General Fixed Assets | - | 16,823 | 16,823 |
| Fund Balance Unreserved | 56,852 | - | 56,852 |
| <u>TOTAL FUND EQUITY</u> | <u>56,852</u> | <u>16,823</u> | <u>73,675</u> |
| <u>TOTAL LIABILITIES AND FUND EQUITY</u> | <u>57,406</u> | <u>16,823</u> | <u>74,229</u> |

See accompanying notes and accountants' report.

TRAIL BLAZERS LIBRARY SYSTEM
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
 GENERAL FUND
 FOR THE YEAR ENDED DECEMBER 31, 1999

REVENUES

| | |
|-----------------------------------|-------------------|
| Member Support - Parish Libraries | 23,524 |
| Interest | 2,141 |
| Miscellaneous | <u>201</u> |
| <u>TOTAL REVENUES</u> | <u>25,866</u> |

EXPENDITURES

| | |
|------------------------------------|-------------------|
| Current: | |
| Culture and Recreation (Libraries) | |
| Salaries | 11,646 |
| Payroll Taxes | 1,199 |
| Auto - Operations | 2,756 |
| Insurance | 3,573 |
| Miscellaneous | 293 |
| Professional Services | <u>450</u> |
| <u>TOTAL EXPENDITURES</u> | <u>19,917</u> |

| | |
|---|-------------------|
| <u>EXCESS OF REVENUES OVER EXPENDITURES</u> | 5,949 |
| <u>FUND BALANCE - JANUARY 1, 1999</u> | <u>50,903</u> |
| <u>FUND BALANCE - DECEMBER 31, 1999</u> | <u>56,852</u> |

See accompanying notes and accountants' report.

TRAIL BLAZERS LIBRARY SYSTEM
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES--BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 1999

| | <u>BUDGET</u> | <u>ACTUAL</u> | VARIANCE FAVORABLE (UNFAVORABLE) |
|---|---------------------|-------------------|--|
| <u>REVENUES</u> | | | |
| Member Support - Parish Libraries | 23,524 | 23,524 | - |
| Interest | 2,100 | 2,141 | 41 |
| Miscellaneous | <u>210</u> | <u>201</u> | (9) |
| <u>TOTAL REVENUES</u> | <u>25,834</u> | <u>25,866</u> | <u>32</u> |
| <u>EXPENDITURES</u> | | | |
| Current: | | | |
| Culture and Recreation (Libraries) | | | |
| Salaries | 11,646 | 11,646 | - |
| Payroll Taxes | 1,198 | 1,199 | (1) |
| Auto - Operations | 2,800 | 2,756 | 44 |
| Insurance | 3,650 | 3,573 | 77 |
| Miscellaneous | 200 | 293 | (93) |
| Professional Service | 450 | 450 | - |
| Auto Replacement | <u>13,000</u> | <u>-</u> | <u>13,000</u> |
| <u>TOTAL EXPENDITURES</u> | <u>32,944</u> | <u>19,917</u> | <u>13,027</u> |
| <u>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</u> | <u>(7,110)</u> | 5,949 | <u>13,059</u> |
| <u>FUND BALANCE - JANUARY 1, 1999</u> | | <u>50,903</u> | |
| <u>FUND BALANCE - DECEMBER 31, 1999</u> | | <u>56,852</u> | |

See accompanying notes and accountants' report.

TRAIL BLAZER LIBRARY SYSTEM
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1999

A. REPORTING ENTITY

The Trail Blazer Library System (of Northeast Louisiana) was established in 1970 by each police jury in the thirteen parishes in which it operates. The library system consists of thirteen public libraries and three academic libraries. Its purpose is to make library resources of all member libraries available to the people of Northeast Louisiana. The thirteen parishes are Lincoln, Caldwell, Concordia, East Carroll, West Carroll, Franklin, Jackson, Madison, Morehouse, Richland, Tensas, Ouachita and Union. The Trail Blazer Library System is not a component unit of any of the above police juries.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. FUND ACCOUNTING

The accounts of the library system are organized on the basis of a fund and an account group, each of which is considered a separate accounting entity. The General Fund is used to account for all revenues - principally support from member libraries, donations, and interest earned on investments. Salaries, capital acquisitions, and all operating expenditures are paid from this fund. This is a budgeted fund, and any fund balances are considered as resources.

2. ACCOUNT GROUPS

Fixed assets and long-term liabilities of the Governmental Fund Types are accounted for through the account groups. The fixed assets of the library system are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

The account group is not a "fund." It is concerned only with the measurement of financial position and is not involved with the measurement of results of operations.

There are no long-term liabilities at December 31, 1999.

3. ACCOUNTING BASIS

The modified accrual basis of accounting is used for the Governmental Fund Types. This basis of accounting recognizes revenues in the accounting period in which they become available and measurable, and expenditures in the accounting period in which the fund liability is incurred.

TRAIL BLAZER LIBRARY SYSTEM
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1999

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. ACCOUNTING BASIS (Continued)

Basis of accounting refers to which revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing and measurements made, regardless of the measurement focus applied.

The records of the library system are maintained on a cash basis of accounting. However, the General Fund as reported in the accompanying financial statements, has been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Support from member libraries is recorded when the library system is entitled to the funds.

Interest earned on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for accumulated sick leave which is not accrued.

4. BUDGETARY ACCOUNTING

Annually the board of commissioners adopts a budget for the General Fund based on cash estimates. Actual revenues and expenditures are periodically compared to budget line-items to determine whether budget amendments are needed. The budget was amended once during 1999.

5. VACATION AND SICK LEAVE

Employees holding a masters degree in Library Science earn 12 days of vacation leave per year and all other employees earn 10 days of vacation leave per year. In addition, after one year of employment all employees earn one additional day of vacation leave for each year of employment with the library system. Vacation leaves must be used in the year earned. All annual leave had been taken at December 31, 1999.

TRAIL BLAZER LIBRARY SYSTEM
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 1999

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. VACATION AND SICK LEAVE (Continued)

Employees earn 12 days of sick leave per year, which can be accumulated up to 40 days. All unused sick leave lapses at termination of employment.

6. TOTAL COLUMN ON COMBINED BALANCE SHEET - OVERVIEW

Total column on the Combined Balance Sheet - Overview is captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles.

7. CASH ACCOUNTS

All cash accounts are held by a financial institution which is insured by an agency of the Federal Government (Federal Depository Insurance). Cash accounts are stated at cost, which approximates market.

C. INVESTMENTS

The library system's investments consists of certificate of deposits, which are covered by Federal Depository Insurance. Details of investments are as follows:

| <u>Category</u> | <u>Carrying Amount</u> | <u>Market Value</u> |
|--|----------------------------|-------------------------|
| Certificate of Deposits (All at Local Financial Institutions) | 52,000 | 52,000 |

D. FIXED ASSETS

The following is a summary of changes in the General Fixed Assets Account Group during 1999.

| <u>Item</u> | <u>1999</u> | | | <u>Balance December 31, 1999</u> |
|------------------------|------------------------------------|------------------|--------------------|--------------------------------------|
| | <u>Balance January 1, 1999</u> | <u>Additions</u> | <u>Retirements</u> | |
| Equipment (Vehicle) | 16,823 | -0- | -0- | 16,823 |

TRAIL BLAZER LIBRARY SYSTEM
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1999

E. RETIREMENT COMMITMENTS

All employees of the library system are members of the Social Security System.

F. LITIGATION

There is no litigation pending against the library system at December 31, 1999.

G. BOARD OF COMMISSIONERS COMPENSATION

Members of the Board of Commissioners served in an advisory capacity and received no per diem or any other compensation for their services.

H. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures.

I. PREPAID ITEMS

Prepaid expenses consist of advanced payments on insurance policies.

J. CASH AND EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits and money market accounts.

K. RELATED PARTY TRANSACTIONS

None during the year ended December 31, 1999.

TRAIL BLAZERS LIBRARY SYSTEM
ADJUSTMENT
DECEMBER 31, 1999

| | <u>DR.</u> | <u>CR.</u> |
|---------------------------|------------|------------|
| Fund Balance - Operations | 89.96 | |
| Accounts Payable | | 89.96 |
| To Adjust A/P to Actual | | |

TRAIL BLAZERS LIBRARY SYSTEM
Monroe, Louisiana

ANNUAL SWORN FINANCIAL STATEMENTS AS OF
AND FOR THE YEAR ENDED DECEMBER 31, 1999
WITH APPROPRIATE SUPPLEMENTAL INFORMATION

Required by Louisiana Revised Statute 24:514
to be filed with the Legislative Auditor
within 90 days after the close of the fiscal year

AFFIDAVIT

Personally came and appeared before the undersigned authority, Ben Brady, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Trail Blazers Library System as of December 31, 1999, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.



Signature

Sworn to and subscribed before me, this 28th day of March, 2000


NOTARY PUBLIC

| | |
|---------------|--|
| Officer | <u>Mr. Ben Brady</u> |
| Address | <u>1800 Stubbs Ave.</u> <u>Monroe, LA 71201</u> |
| Telephone No. | <u>318-327-1490</u> |