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CITY OF MINDEN, LOUISIANA

ANNUAL FINANCIAL REPORT

SEPTEMBER 30, 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 APR 19 2000

CITY OF MINDEN, LOUISIANA  
Annual Financial Report  
Year Ended September 30, 1999

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## INDEPENDENT AUDITORS' REPORT

The Honorable Bill Robertson, Mayor,  
and the Members of the Board of Aldermen  
City of Minden, Louisiana

We have audited the accompanying general purpose financial statements of the City of Minden, Louisiana, as of and for the year ended September 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the City of Minden, Louisiana's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in 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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Minden, Louisiana, as of September 30, 1999, and the results of its operations and the cash flows of its proprietary fund type for the year then ended in conformity with generally accepted accounting principles.

As discussed in Note 1 to the general purpose financial statements, the City of Minden included the Main Street Program as a blended component unit in its general purpose financial statements.

In accordance with Government Auditing Standards, we have also issued a report dated February 18, 2000, on our consideration of the City of Minden, Louisiana's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the City of Minden, Louisiana, taken as a whole. The combining and individual fund and account group financial statements and schedules listed in the table of contents are presented for the purposes of additional analysis and are not a required part of the general purpose financial



statements of the City of Minden, Louisiana. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the general purpose financial statements of the City of Minden, Louisiana. Such information, except for that portion marked "unaudited" on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general-purpose financial statements taken as a whole.

The Year 2000 Supplementary Information on page 95 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the City of Minden, Louisiana is or will become year 2000 compliant, that the City's remediation efforts will be successful in whole or in part, or that parties with which the City conducts business are or will become year 2000 compliant.

*Jamison, White & Martin*

Minden, Louisiana  
February 18, 2000

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## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Bill Robertson, Mayor,  
and the Members of the Board of Aldermen  
City of Minden, Louisiana

We have audited the general purpose financial statements of the City of Minden, Louisiana, as of and for the year ended September 30, 1999, and have issued our report thereon dated February 18, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the City of Minden, Louisiana's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of City of Minden, Louisiana in a separate letter dated February 18, 2000.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Minden, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be a material weakness.

This report is intended solely for the information of management, others within the organization, City Council, the Legislative Auditor of the State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Townson, Wise & Martin*

Minden, Louisiana  
February 18, 2000



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## REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

The Honorable Bill Robertson, Mayor,  
and the Members of the Board of Aldermen  
City of Minden, Louisiana

### Compliance

We have audited the compliance of the City of Minden, Louisiana, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended September 30, 1999. The City of Minden, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City of Minden, Louisiana's management. Our responsibility is to express an opinion on the City of Minden, Louisiana's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Minden, Louisiana's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a *legal determination on the City of Minden, Louisiana's compliance with those requirements*.

In our opinion the City of Minden, Louisiana complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 1999.

### Internal Control Over Compliance

*The management of the City of Minden, Louisiana, is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and*

grants applicable to federal programs. In planning and performing our audit, we considered the City of Minden, Louisiana's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information of management, others within the organization, City Council, the Legislative Auditor of the State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Jamison, Wise & Martin*

Minden, Louisiana  
February 18, 2000

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## MANAGEMENT LETTER

The Honorable Bill Robertson, Mayor,  
and the Members of the Board of Aldermen  
City of Minden, Louisiana

We have audited the financial statements of the City of Minden, Louisiana, as of and for the year ended September 30, 1999, and have issued our report thereon dated February 18, 2000.

In connection with our audit, we made certain observations relative to the records maintained, the accounting procedures in effect, and the overall administration of the financial affairs of the City. As a supplement to the reports, we submit for your consideration pertaining to the following observations which did not meet the criteria of being material to the general purpose financial statements.

### *Compliance items considered non-material to general purpose financial statements.*

#### **99-1 Budget adoption**

According to L.R.S. 39:1305, a proposed budget must be submitted to the governing authority and made available for public inspection no later than fifteen days prior to the beginning of each fiscal year. Per review of the minutes of the meeting of the Minden Main Street Board of Directors, the proposed 1998-99 budget was adopted on September 23, 1998. No evidence was noted to support that a proposed budget was submitted fifteen days prior to the beginning of the upcoming fiscal year.

#### **99-2 Participation in transactions involving the City of Minden**

According to L.R.S. 42:1112, no public servant shall participate in a transaction involving the governmental entity in which that person has a substantial economic interest of which he may reasonably be expected to know. During the audit, we noted \$1,630 in total payments made to an employee of the City for purchases of materials such as soil, sand, clay, etc. before leaving the employment of the City on May 3, 1999.

#### **99-3 Public bid law**

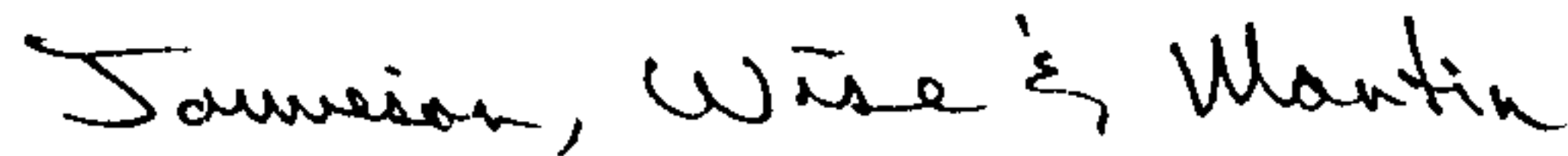
According L.R.S. 38:2212, purchases of seven thousand five hundred dollars or more, but less than fifteen thousand dollars shall be made by obtaining not less than three telephone or facsimile quotations. During the audit, we noted that no quotes were obtained for the purchases of a 1996 Chevrolet Lumina in the amount of \$8,300 and mower equipment in the amount of \$9,850. In addition, an 1989 Olds Royale was traded in on the purchase of the Lumina. No declaration of surplus property was noted.

**99-4 Vacation accrual**

Per the City of Minden, Louisiana's vacation accrual policy, no more than the maximum accruable amount for any vacation year can be carried forward. For example, an employee entitled to two (2) weeks of vacation per vacation year, cannot carryforward more than two weeks of vacation into the following vacation year. However, during our testwork for vacation hours allowed, we noted several employees with vacation carryover in excess of the amount allowed.

Prior audit findings have been addressed by the City management unless included in the above comments. Should you have any questions concerning the contents of this letter or if we can be of any additional service, please contact us at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Jamieson, Wise & Martin".

Jamieson, Wise & Martin  
February 18, 2000

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)**



CITY OF MINDEN, LOUISIANA  
 Combined Balance Sheet - All Fund Types and Account Groups  
 September 30, 1999

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<b>ASSETS</b>				
Cash and interest bearing deposits	\$ 3,471,177	2,231,063	991,665	2,407,725
Investments	-	1,492,208	-	-
Receivables -				
Utilities customers	-	-	-	-
Loan receivable	-	631,038	-	-
Other	972	-	-	47,032
Accrued interest	-	74,163	-	-
Due from other funds	7,989	-	-	-
Due from other governmental units	12,636	-	-	-
Inventories, at cost	1,963	-	-	-
Restricted assets -				
Cash and interest-bearing bank deposits	-	-	-	-
Investments (net of market adjustment)	-	-	-	-
Land	-	-	-	-
Buildings	-	-	-	-
Improvements other than buildings	-	-	-	-
Equipment	-	-	-	-
Construction in progress	-	-	-	-
Proprietary funds -				
Property, plant and equipment	-	-	-	-
Construction in progress	-	-	-	-
Accumulated depreciation	-	-	-	-
Amounts available for debt service	-	-	-	-
Funds to be provided for retirement of general long-term debt	-	-	-	-
<b>Total assets</b>	<b><u>\$ 3,494,737</u></b>	<b><u>4,428,472</u></b>	<b><u>991,665</u></b>	<b><u>2,454,757</u></b>

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

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)	
		General	General	1999	1998
		Fixed Assets	Long-term Debt		
Enterprise	Trust Agency				
5,648,785	18,895	-	-	14,769,310	14,960,435
3,121,873	-	-	-	4,614,081	501,542
1,988,535	-	-	-	1,988,535	1,875,840
-	-	-	-	631,038	631,038
6	-	-	-	48,010	613
-	-	-	-	74,163	74,163
37,751	-	-	-	45,740	61,211
-	-	-	-	12,636	21,398
418,685	-	-	-	420,648	399,966
677,572	-	-	-	677,572	1,734,745
250,964	-	-	-	250,964	1,257,978
-	-	495,568	-	495,568	495,568
-	-	4,011,689	-	4,011,689	4,004,184
-	-	3,192,976	-	3,192,976	2,917,328
-	-	3,217,964	-	3,217,964	2,622,410
-	-	423,850	-	423,850	275,648
36,399,035	-	-	-	36,399,035	35,441,493
297,074	-	-	-	297,074	343,772
(20,318,435)	-	-	-	(20,318,435)	(19,335,564)
-	-	-	991,665	991,665	963,616
-	-	-	3,000,964	3,000,964	3,550,959
<u>28,521,845</u>	<u>18,895</u>	<u>11,342,047</u>	<u>3,992,629</u>	<u>55,245,047</u>	<u>52,798,343</u>

CITY OF MINDEN, LOUISIANA  
 Combined Balance Sheet - All Fund Types and Account Groups  
 September 30, 1999

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Project
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Bank overdraft	\$ -	-	-	-
Accounts payable	74,993	3,443	-	293,915
Municipal retirement payable	64,609	732	-	-
Accrued compensated absences	104,614	3,120	-	-
Obligations under capital lease - current	-	-	-	-
Due to other funds	37,751	-	-	-
Due to other governmental units	-	285,782	-	-
Payable from restricted assets -				
Revenue bonds	-	-	-	-
Accrued interest	-	-	-	-
Customers' utilities deposits	-	-	-	-
General obligation bonds payable	-	-	-	-
Obligations under capital lease - long-term	-	-	-	-
Total liabilities	<u>281,967</u>	<u>293,077</u>	<u>-</u>	<u>293,915</u>
Fund equity:				
Contributed capital	-	-	-	-
Investment in general fixed assets	-	-	-	-
Retained earnings -				
Reserved for -				
Revenue bond retirement	-	-	-	-
Bond depreciation and contingency	-	-	-	-
Claims and losses	-	-	-	-
LCDBG contingency	-	-	-	-
Unreserved	-	-	-	-
Fund balances -				
Unreserved for -				
Designated for debt service	-	-	991,665	-
Designated for capital projects	-	-	-	2,160,842
Undesignated	<u>3,212,770</u>	<u>4,135,395</u>	<u>-</u>	<u>-</u>
Total fund equity	<u>3,212,770</u>	<u>4,135,395</u>	<u>991,665</u>	<u>2,160,842</u>
Total liabilities and fund equity	<u>\$ 3,494,737</u>	<u>4,428,472</u>	<u>991,665</u>	<u>2,454,757</u>

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

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Totals	
		General Fixed Assets	General Long-term Debt	(Memorandum Only)	
Enterprise	Trust Agency			1999	1998
37,293	-	-	-	37,293	130,877
646,784	-	-	-	1,019,135	1,644,580
12,007	-	-	-	77,348	78,718
52,566	-	-	40,350	200,650	175,448
6,566	-	-	-	6,566	-
-	7,989	-	-	45,740	61,211
-	10,906	-	-	296,688	296,546
-	-	-	-	-	135,000
-	-	-	-	-	450
449,847	-	-	-	449,847	450,557
-	-	-	3,930,000	3,930,000	4,455,000
20,664	-	-	22,279	42,943	62,643
<u>1,225,727</u>	<u>18,895</u>	<u>-</u>	<u>3,992,629</u>	<u>6,106,210</u>	<u>7,491,030</u>
17,803,550	-	-	-	17,803,550	16,970,654
-	-	11,342,047	-	11,342,047	10,315,138
-	-	-	-	-	167,383
-	-	-	-	-	1,815,330
352,124	-	-	-	352,124	324,018
305,519	-	-	-	305,519	305,519
8,834,925	-	-	-	8,834,925	5,961,472
-	-	-	-	991,665	963,616
-	-	-	-	2,160,842	1,992,842
-	-	-	-	7,348,165	6,491,341
<u>27,296,118</u>	<u>-</u>	<u>11,342,047</u>	<u>-</u>	<u>49,138,837</u>	<u>45,307,313</u>
<u>28,521,845</u>	<u>18,895</u>	<u>11,342,047</u>	<u>3,992,629</u>	<u>55,245,047</u>	<u>52,798,343</u>

CITY OF MINDEN, LOUISIANA  
 Combined Statement of Revenues, Expenditures and Changes in Fund Balance  
 All Governmental Fund Types  
 For the Year Ended September 30, 1999

	General	Special Revenue
<b>REVENUES:</b>		
Taxes - ad valorem	\$ 307,893	-
Taxes - sales	-	3,702,445
Licenses - occupational	369,641	-
Fees and rentals	331,714	-
Charges for services	656,588	-
Fines and forfeits	73,634	-
Intergovernmental	177,217	15,212
Interest	103,900	120,142
Program income	-	-
Miscellaneous	67,281	11,569
Total revenues	2,087,868	3,849,368
<b>EXPENDITURES:</b>		
Current -		
General government	1,160,406	186,429
Public safety	1,975,045	19,224
Highways and streets	936,550	-
Sanitation and health	659,543	-
Parks and recreation	462,902	-
Public works	120,467	-
Capital outlay	-	-
Debt service -		
Principal	-	-
Interest and fiscal charges	-	-
Total expenditures	5,314,913	205,653
Excess (deficiency) of revenues over expenditures	(3,227,045)	3,643,715
<b>OTHER FINANCING SOURCES (USES):</b>		
Proceeds from sale of assets	4,918	-
Operating transfers in	4,046,366	40,619
Operating transfers out	(746,740)	(2,905,009)
Total other financing sources (uses)	3,304,544	(2,864,390)
Excess of revenues and other sources over expenditures and other uses	77,499	779,325
Fund balances at beginning of year	3,135,271	3,356,070
Fund balances at end of year	\$ 3,212,770	4,135,395

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



Debt Service	Capital Projects	Totals (Memorandum Only)	
		1999	1998
69,234	-	377,127	360,633
-	-	3,702,445	3,331,727
-	-	369,641	325,687
-	-	331,714	336,388
-	-	656,588	645,763
-	-	73,634	88,647
-	-	192,429	766,562
28,698	86,683	339,423	315,818
-	408,887	408,887	-
-	-	78,850	75,385
<u>97,932</u>	<u>495,570</u>	<u>6,530,738</u>	<u>6,246,610</u>
-	-	1,346,835	1,243,922
-	-	1,994,269	1,657,304
-	-	936,550	732,524
-	-	659,543	654,761
-	-	462,902	858,107
-	-	120,467	676,332
-	1,451,763	1,451,763	1,252,806
525,000	-	525,000	500,000
256,255	-	256,255	285,225
<u>781,255</u>	<u>1,451,763</u>	<u>7,753,584</u>	<u>7,860,981</u>
<u>(683,323)</u>	<u>(956,193)</u>	<u>(1,222,846)</u>	<u>(1,614,371)</u>
-	-	4,918	-
711,372	1,124,193	5,922,550	5,869,774
-	-	(3,651,749)	(3,284,160)
<u>711,372</u>	<u>1,124,193</u>	<u>2,275,719</u>	<u>2,585,614</u>
28,049	168,000	1,052,873	971,243
<u>963,616</u>	<u>1,992,842</u>	<u>9,447,799</u>	<u>8,476,556</u>
<u>991,665</u>	<u>2,160,842</u>	<u>10,500,672</u>	<u>9,447,799</u>

CITY OF MINDEN, LOUISIANA  
 Combined Statement of Revenues, Expenditures and Changes in Fund Balances  
 Budget (GAAP Basis) and Actual - General and Special Revenue Fund Types  
 For the Year Ended September 30, 1999

	General Fund		Variance Favorable (Unfavorable)
	Budget	Actual	
<b>REVENUES:</b>			
Taxes - ad valorem	\$ 294,977	307,893	12,916
Taxes - sales	-	-	-
Licenses - occupational	315,000	369,641	54,641
Fees and rentals	272,000	331,714	59,714
Charges for services	666,000	656,588	(9,412)
Fines and forfeits	85,700	73,634	(12,066)
Intergovernmental	109,011	177,217	68,206
Interest	77,780	103,900	26,120
Miscellaneous	19,840	67,281	47,441
Total revenues	<u>1,840,308</u>	<u>2,087,868</u>	<u>247,560</u>
<b>EXPENDITURES:</b>			
Current -			
General government	1,262,803	1,160,406	102,397
Public safety	2,195,506	1,975,045	220,461
Highways and streets	954,136	936,550	17,586
Sanitation and health	672,193	659,543	12,650
Parks and recreation	859,471	462,902	396,569
Public works	271,161	120,467	150,694
Total expenditures	<u>6,215,270</u>	<u>5,314,913</u>	<u>900,357</u>
Excess (deficiency) of revenues over expenditures	<u>(4,374,962)</u>	<u>(3,227,045)</u>	<u>1,147,917</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers in	4,046,570	4,051,284	4,714
Operating transfers out	(737,500)	(746,740)	(9,240)
Total other financing sources (uses)	<u>3,309,070</u>	<u>3,304,544</u>	<u>(4,526)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(1,065,892)	77,499	1,143,391
Fund balances at beginning of year	<u>3,135,271</u>	<u>3,135,271</u>	<u>-</u>
Fund balances at end of year	<u>\$ 2,069,379</u>	<u>3,212,770</u>	<u>1,143,391</u>

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

Special Revenue Funds

Budget	Actual	Variance Favorable (Unfavorable)
-	-	-
3,049,128	3,702,445	653,317
-	-	-
-	-	-
-	-	-
-	-	-
68,000	120,142	52,142
5,000	10,860	5,860
<u>3,122,128</u>	<u>3,833,447</u>	<u>711,319</u>
134,375	186,429	(52,054)
-	-	-
-	-	-
-	-	-
<u>134,375</u>	<u>186,429</u>	<u>(52,054)</u>
<u>2,987,753</u>	<u>3,647,018</u>	<u>659,265</u>
37,500	40,619	3,119
(3,038,717)	(2,905,008)	133,709
<u>(3,001,217)</u>	<u>(2,864,389)</u>	<u>136,828</u>
(13,464)	782,629	796,093
<u>2,922,883</u>	<u>2,922,883</u>	<u>-</u>
<u>2,909,419</u>	<u>3,705,512</u>	<u>796,093</u>

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Statements of Revenues, Expenses and Changes in Retained Earnings  
Years Ended September 30, 1999 and 1998

	1999	1998
<b>Operating revenues:</b>		
Electric - regular rates	\$ 4,426,585	4,422,560
Electric - City	580,696	586,198
Electric - fuel adjustments	4,903,429	4,621,755
Water	868,444	912,140
Sewerage	610,420	621,998
Penalties	128,153	120,431
Miscellaneous	124,986	140,184
Total operating revenues	11,642,713	11,425,266
<b>Operating expenses:</b>		
Electric department	6,453,372	5,933,868
Water department	943,148	973,710
Sewer department	723,309	743,095
Meter reading department	118,704	103,026
Warehouse	108,689	107,375
General and administrative	458,066	418,830
Total operating expenses	8,805,288	8,279,904
Operating income (loss)	2,837,425	3,145,362
<b>Nonoperating revenues (expenses):</b>		
Federal/state assistance	81,394	-
Gain on sale of assets	6,101	-
Interest income	286,626	294,755
Interest expense and fiscal charges	(4,278)	(6,423)
Inventory transfer to general fund	(17,619)	(19,577)
Total nonoperating revenues and expenses	352,224	268,755
Income (loss) before operating transfers	3,189,649	3,414,117
<b>Operating transfers:</b>		
Transfers in	732,068	907,146
Transfers out	(3,002,869)	(3,492,760)
Net operating transfers	(2,270,801)	(2,585,614)
Net income (loss)	918,848	828,503
<b>Retained earnings at beginning of year</b>	5,961,472	5,398,187
<b>Decrease (increase) in reserves:</b>		
Revenue bond retirement	167,383	(6,874)
Bond depreciation and contingency	1,815,330	(292,912)
Self-insurance liability	(28,106)	34,568
Total increase in reserves	1,954,607	(265,218)
<b>Retained earnings at end of year</b>	\$ 8,834,927	5,961,472

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

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Comparative Statements of Cash Flows  
Years Ended September 30, 1999 and 1998

	1999	1998
<b>Cash flows from operating activities:</b>		
Cash received from customers	\$ 11,405,032	11,187,835
Cash payments for supplies and services	(6,871,424)	(6,391,406)
Cash payments to employees for service	(976,811)	(930,603)
Other operating revenues	<u>124,986</u>	<u>140,184</u>
Net cash provided by operating activities	<u>3,681,783</u>	<u>4,006,010</u>
 <b>Cash flows from noncapital financing activities:</b>		
Federal/state assistance	81,394	-
Net increase (decrease) in meter deposits	(710)	13,050
Net operating transfers to other funds	<u>(2,289,453)</u>	<u>(2,206,362)</u>
Net cash used for noncapital financing activities	<u>(2,208,769)</u>	<u>(2,193,312)</u>
 <b>Cash flows from capital and related financing activities:</b>		
Acquisition and construction of capital assets	(86,893)	(541,651)
Principal paid on revenue bonds and capital lease obligations	(142,224)	(135,000)
Interest/fees paid on revenue bonds and capital lease obligations	(4,728)	(9,148)
Proceeds from sales of assets	<u>6,251</u>	<u>-</u>
Net cash used for capital and related financing activities	<u>(227,594)</u>	<u>(685,799)</u>
 <b>Cash flows from investing activities:</b>		
Interest on interest-bearing deposits	314,490	277,704
Increase in investments	(2,257,796)	-
Return of principal in - CMO	115,071	109,937
Increase (decrease) in bank overdraft	<u>(75,787)</u>	<u>77,190</u>
Net cash provided (used) by investing activities	<u>(1,904,022)</u>	<u>464,831</u>
 Net increase (decrease) in cash and cash equivalents	(658,602)	1,591,730
 Cash and cash equivalents at beginning of year	<u>6,984,959</u>	<u>5,393,229</u>
 Cash and cash equivalents at end of year	<u>\$ 6,326,357</u>	<u>6,984,959</u>

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



	<u>1999</u>	<u>1998</u>
<b>Reconciliation of operating income to net cash provided by operating activities:</b>		
Operating income	\$ 2,837,425	3,145,362
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	991,666	1,016,357
Changes in assets and liabilities -		
Decrease (increase) in accounts receivable	(112,695)	(97,247)
Decrease (increase) in inventory	(32,545)	(23,777)
Increase (decrease) in accounts payable and withholdings	(6,257)	(40,470)
Increase in accrued vacation and sick pay	4,038	4,406
Increase (decrease) in municipal retirement payable	<u>151</u>	<u>1,379</u>
Net cash provided by operating activities	<u>\$ 3,681,783</u>	<u>4,006,010</u>

#### **Schedule of Noncash Investing, Capital, and Financing Activities**

During the year ended September 30, 1999, the City of Minden, Louisiana received a donation of two computer systems. Both an asset and contributed capital were recognized for the estimated value of \$2,000 in the proprietary fund.

The costs of water, sewer and electric construction projects are originally recognized in capital project funds. The costs incurred for these projects are recognized in the proprietary fund as construction in progress for unfinished projects and as assets for completed projects that have been placed in service. Contributed capital from capital project funds is also recognized in the proprietary fund for project costs incurred. For the year ended September 30, 1999, the proprietary fund recognized assets and contributed capital from the capital project funds in the amount of \$830,896.

CITY OF MINDEN, LOUISIANA  
Notes to Financial Statements  
September 30, 1999

**INTRODUCTION**

The City of Minden, Louisiana (the City) was incorporated in 1928, under the provisions of Act No. 226 of the 1928 Special Acts of Louisiana Legislature. The City is located in the Parish of Webster, being in the northwest corner of the State of Louisiana.

Elected officials of the City of Minden are a mayor, five (5) aldermen, and a chief of police who are elected every four years. The affairs of the City are conducted and managed by the mayor and board of aldermen, referred to as "The Council."

The City provides a full range of municipal services as authorized by its charter. These include public safety (police and fire), street, water, electric, sewerage, sanitation and health, zoning and general administrative services.

**1. Summary of significant accounting policies**

- A. Basis of presentation - The accompanying financial statements of the City of Minden have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.
  
- B. Reporting entity - As the municipal governing authority, for reporting purposes, the City of Minden is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

*Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the City of Minden for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria include:*

- 1. Appointing a voting majority of an organization's governing governing body and

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- a. The ability of the municipality to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the municipality.
2. Organization for which the municipality does not appoint a voting majority but are fiscally dependent on the municipality.
  3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

As required by generally accepted accounting principles, these financial statements present the City of Minden, Louisiana (the primary government) and its component units. The component units included in the accompanying financial statements are blended with the municipality funds.

**Blended Component Units**

Component units that are legally separate from the municipality, but are so intertwined with the municipality that they are, in substance, the same as the municipality are blended component units. For a *component unit to be blended, the organization's board and the municipality must be substantively the same, or the organization must provide services entirely or almost entirely to the municipality.* The following component unit is reported as part of the municipality and *blended* with the appropriate municipality funds:

*Minden Historic Downtown Development District Commission - Act No. 379 of the 1990 Regular Session enacted R.S. 33:2740.20 to create the Minden Historic Downtown Development District Commission. This commission was established to promote the educational, cultural, and economic welfare of the public of the City of Minden, Louisiana, by preserving and protecting historic structures and neighborhoods. The Minden Historic Downtown Development District Commission uses the Minden Main Street Project to carry out its functions and purpose.*

The City of Minden, Louisiana, appoints all members of the District Commission. In addition, the City provides a major source of the District's funding through levy of a 1.95 mill assessment on the special taxing district created within the City of Minden and additional yearly appropriations. The District

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Commission reports its recommendations and activities to the Mayor and City Council of the City of Minden, Louisiana. The Minden Historic Downtown Development District Commission is determined to be fiscally dependent and financially accountable to the City of Minden and therefore is reported as a blended component unit of the City of Minden, Louisiana.

Based on the foregoing criteria, the following entities have been determined not to be a part of the City of Minden and are excluded from the accompanying financial statements:

*Minden Housing Authority* - The Authority provides housing to certain qualified residents and is funded by U. S. Government grants and rental charges. The City is not responsible for financing deficits nor entitled to surpluses. The City does not significantly influence operational or fiscal matters of the Authority.

*Minden Ward Marshal* - The Minden Ward Marshal is the executive officer of the Ward I Court of Webster Parish. The principal duty of the Marshal is executing the orders and mandates of the Court. The Minden Ward Marshal is a separate reportable entity from the City of Minden, Louisiana, because the Marshal, an elected official, has the ability to exercise oversight responsibility regarding operations and accountability for fiscal matters.

*City Court* - The City Court is the Ward I Court of Webster Parish. The court system handles misdemeanors and civil suits of up to \$15,000 for Ward I. The City Court is a separate reportable entity from the City of Minden, Louisiana, because the Judge, an elected official, has the ability to exercise oversight responsibility regarding operations and accountability for fiscal matters.

- C. Fund accounting - The City of Minden, Louisiana uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the City are classified into three categories: governmental, proprietary, and fiduciary. In turn, each category is divided into separate fund types. The fund classifications and description of each existing



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fund type follow:

**Governmental Funds**

Governmental funds are used to account for all or most of the City's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds include:

*General Fund* - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in other funds.

*Special Revenue Funds* - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. In addition, the General Fund of each blended component unit is reported as a special revenue fund.

*Debt Service Funds* - Debt Service Funds are used to account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.

*Capital Projects Funds* - Capital Projects Funds are used to account for financial resources received and used for the acquisition, construction, or improvement of major capital facilities not reported in the other governmental funds.

**Proprietary Funds**

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary funds include:

*Enterprise Funds* - Enterprise Funds are used to account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.



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**Fiduciary Funds**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the City. Fiduciary funds include:

*Agency Funds* - Agency Funds are used to account for assets held by the City as an agent for individuals, private organizations, other governments, and/or other funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

- D. Basis of accounting - The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds and agency funds. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Their revenues are recognized when they become measurable and available as net current assets. Most revenues are recorded when cash is received. Taxpayer-assessed income, gross receipts, and sales taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time. Federal and state grants are expenditure-driven and revenues are recognized when the grant expenditures are incurred.

**Expenditures**

With the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except that principal and interest on general long-term debt is recognized when due.

**Other Financing Sources (Uses)**

Transfers between funds that are not expected to be repaid and any other financing source/use are accounted for as other financing sources (uses).

The proprietary fund is accounted for on a flow of economic resources measurement focus and a

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determination of net income and capital maintenance. With this measurement focus, all assets and liabilities associated with the operation of this fund is included on the balance sheet. The proprietary fund uses the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized at the time liabilities are incurred.

E. Budgets and budgetary accounting - The City follows these procedures in establishing the budgetary data reflected in these financial statements:

- a) The City Clerk prepares a proposed budget and submits same to the Mayor and the Council no later than fifteen days prior to the beginning of each fiscal year.
- b) The public is notified that the proposed budget is available for public inspection. At that time, a public hearing is called.
- c) A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
- d) After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
- e) Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases or decreases in expenditures resulting from revenues exceeding or failing to meet amounts estimated require the approval of the Council.
- f) All budgetary appropriations lapse at the end of each fiscal year.
- g) Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts, as originally adopted, are amended from time to time by the Council. Such amendments are not material in relation to the original appropriations. Budget comparisons are not presented for the following special revenue funds:

1. 87 LCDBG Economic Development
2. Drug Task Force
3. Housing Rehab

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Notes to Financial Statements  
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The 87 LCDBG Economic Development Fund consists of a \$750,000 Community Development Block Grant by the State of Louisiana Division of Administration. Under the terms of the contract, the funds were budgeted as follows:

Loan to Sportco of Minden, Inc., for acquisition of capital equipment, inventory and rehabili- tation of building and grounds	\$ 720,000
Administration	<u>30,000</u>
	<u>\$ 750,000</u>

The repayment of the loan is for a 10-year period. Interest, at a rate not less than eight and one-half percent (8-1/2%) is to be repaid beginning the sixth month after the first drawdown of LCDBG funds and is to continue monthly for the next eighteen months. Repayment of principal and interest shall begin on the twenty-fifth month after the first drawdown and is to continue monthly for the next 120 months. The City is obligated to return half of the principal and interest payments to the State of Louisiana and the remaining half is restricted for economic development.

The Drug Task Force Fund was established in August, 1991, to account for the receipt and disbursement of funds specifically designated for drug task force activities. By court order, the City's police department receives a portion of funds seized during drug arrests. Such funds are to be used only for drug law enforcement activities. Due to the difficulty in measuring revenues on an annual basis and the immaterial amounts involved, the City does not include this fund in its budgetary process.

The Housing Rehab Fund was established during the fiscal year ended September 30, 1995 to account for receipts and disbursements under the Health and Safety Rehabilitation Grant. The fund was closed during the year ended September 30, 1999, therefore this fund was not included in the budgetary process.

- F. Encumbrances - The City does not employ encumbrance accounting in the governmental funds. Management does not believe that the use of encumbrance accounting would serve any significant benefit for budgetary purposes.
  
- G. Cash and cash equivalents and investments - Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits, those investments with original maturities of 90 days or less. Under state law, the City may deposit funds in demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law

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and national banks having their principal offices in Louisiana.

For purposes of the statements of cash flows, cash and cash equivalents include cash, demand deposits, and certificates of deposit. Cash and cash equivalents are stated at cost.

Under state law, the City may invest in United States bonds, treasury notes, certificates. In addition, the City may invest in bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S and also collateralized mortgage obligations, which have not been stripped into interest only and principal only obligations. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are reported at fair value which is determined using selected bases. Short-term investments are reported at cost, which approximates fair value. Long-term investments, those with original maturities greater than one (1) year, are valued at the last reported sales price at current exchange rates.

- H. Accounts receivable - The City considers substantially all customers' utility receivables and other receivables to be fully collectible; accordingly, an allowance for doubtful accounts is not required. If amounts become uncollectible, in the opinion of management, they are charged to operations at that time.
- I. Short-term interfund receivables and payables - During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These interfund receivables and payables are classified as due from other funds or due to other funds on the balance sheet.
- J. Inventories - Inventory items are valued at cost using the first-in, first-out method. Inventories in each fund are generally composed of the following items:

General Fund - Gasoline and garbage bags

Enterprise Fund - Electric, water and sewer repair and maintenance items

- K. Fixed assets - Fixed assets of governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized in the general fixed assets account group. The City has not capitalized all public domain (infrastructure) fixed assets. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if actual historical cost is not available. *Approximately 40.0 per cent of general fixed assets are valued at estimated cost based on the actual historical cost of like items.*



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*Fixed assets used in the proprietary fund operations are included on the balance sheet of the funds net of accumulated depreciation. Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against operations. Depreciation has been provided over the estimated useful lives of the assets using the straight-line method.*

- L. Accumulated unpaid vacation, sick pay, and other employee benefits - Vacation and sick leave are earned based on years of service by employees. The only provision for vested benefits is that municipal employees, with the exception of employees of the police and fire department who are covered by Civil Service requirements, may carry forward no more than twenty (20) days of annual leave. All employees do not have the option of foregoing vacation and being paid in lieu thereof. For financial reporting purposes, the City's liability for accumulated unpaid vacation benefits that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the appropriate governmental fund. Amounts not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts.
- M. Long-term obligations - Long-term obligations expected to be financed from governmental funds are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due. Long-term obligations expected to be financed from proprietary fund operations are accounted for in those funds.

N. Fund equity

**Contributed Capital**

Contributed capital is recorded in the proprietary fund that has received capital grants or contributions from developers, customers, or other funds when such resources are restricted for the acquisition or construction of capital assets. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired or constructed from such resources.

**Reserves**

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

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**Designated Fund Balances**

Designated fund balances represent tentative plans for future use of financial resources.

- O. Interfund Transactions - Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers of the primary government are reported as operating transfers.

- P. Total columns on combined statements - Total columns on combined 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, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.
- Q. Comparative data - Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the City's financial position and operations. However, comparative data (i.e., presentation of prior year totals by fund type) have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

2. Reconciliation of Special Revenue Funds combined fund balances to Budget (GAAP Basis) balances

The fund balances at end of year for Special Revenue Funds - Actual, per the Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types, does not agree to the fund balances at end of year for Special Revenue Funds - Actual per the Combined Statement of Revenues, Expenditures and Changes in Fund Balances, Budget (GAAP Basis) and Actual - General and Special Revenue Fund Types. The difference reflects the exclusion of the 87 LCDBG Economic Development Fund and the Drug Task Force Fund from the Special Revenue Funds presented with budget comparisons. Budget comparisons are not presented for these three funds.



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A reconciliation of fund balances as shown follows:

<u>Special Revenue Funds</u>	<u>Amount</u>
Fund balances at end of year - Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	\$ 4,135,395
Less: Fund balances at end of year -	
87 LCDBG Economic Development	(419,419)
Drug Task Force Fund	<u>(10,464)</u>
Fund balances at end of year - Combined Statement of Revenues Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual - General and Special Revenue Fund Types	\$ <u>3,705,512</u>

**3. Cash and cash equivalents**

At September 30, 1999, the City had cash and cash equivalents with book balances totaling \$15,446,882, as follows:

Petty cash funds	\$ 1,030
Demand deposits	60,817
Interest-bearing deposits	<u>15,385,035</u>
Total	\$ <u>15,446,882</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At September 30, 1999, the City had \$16,547,469 in deposits of collected bank balances. These deposits were secured from risk by \$409,233 of federal deposit insurance and \$18,011,009 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the City that the fiscal agent has failed to pay deposited funds upon demand.

**4. Investments**

Louisiana Revised Statutes and the City's investment policy govern the procedures to be followed and the types of allowable securities to be purchased by the municipality. The City of Minden is authorized to invest in the following types of investments:

1. Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. government,
2. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S., and
3. Collateralized mortgage obligations, which have not been stripped into interest only or principal only obligations.

Investments of the City of Minden are categorized as insured or registered, or securities held by the City or its agent in the City's name.

The following is a summary of investments at September 30, 1999:

	<u>Governmental Funds</u>		<u>Proprietary Funds</u>	
	<u>Fair Value/ Carrying</u>		<u>Fair Value/ Carrying</u>	
	<u>Amount</u>	<u>Cost</u>	<u>Amount</u>	<u>Cost</u>
U.S. Agency & Treasury Bonds	\$ 1,473,877	1,483,133	2,751,665	2,767,390
Federal Agency Notes	-	-	191,821	191,821
U.S. Agency Collateralized Mtge. Obligations.	-	-	<u>285,393</u>	<u>284,151</u>
Total securities	1,473,877	1,483,133	3,228,879	3,243,362
Certificate of Deposit	-	-	100,000	100,000
U.S. Treasury Money Fund	<u>18,331</u>	<u>18,331</u>	<u>43,958</u>	<u>43,958</u>
Total investments	<u>\$ 1,492,208</u>	<u>1,501,464</u>	<u>3,372,837</u>	<u>3,387,320</u>

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The City of Minden's investments are reported at fair value which is determined using selected bases in accordance with GASB Statement No. 31. Short-term investments are reported at cost, which approximates fair value. Long-term investments, those with original maturities greater than one (1) year, are valued at the last reported sales price at current exchange rates.

**5. Accounts receivable - utilities customers**

Accounts receivable - utilities customers are analyzed periodically and accounts considered to be uncollectible are charged off. For the year ended September 30, 1999, \$48,717 of accounts receivable were charged off. Past due accounts totaled \$71,943 at September 30, 1999.

The individual customer consumption meters are not all read on the same day of the month. Meters are generally read between the first (1) and the twenty-first (21) day of each month. At the end of any particular month, individual customers will have from a week to a total month's consumption that they will not be billed for until the following month. It is estimated that at the end of any particular month there is, in the aggregate, approximately the equivalent of fifteen (15) days' consumption that is unbilled to utility customers.

Accounts receivable - utilities customers at September 30, 1999, consisted of \$1,467,522 in current billed receivables and \$521,013 of estimated unbilled receivables.

**6. Ad valorem taxes**

Ad valorem taxes attach as an enforceable lien on the valuation of property as of January 1 of each year. The City of Minden bills and collects its property taxes using the assessed values determined by the tax assessor of Webster Parish.

The tax levy for 1998 was 8.87 mills of the assessed property valuation on tax rolls as of January 1, 1999. This tax became due on January 1, 1999, and delinquent on February 1, 1999. The tax was dedicated as follows:

General corporate purposes	7.16 mills
Debt service	1.71 mills

For the year ended September 30, 1999, taxes of \$359,338 were levied on property with assessed valuations totaling \$40,511,660.

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Additionally, a tax of 1.95 mills on properties located within the established Minden Downtown Development District was approved by voters. Such tax was dedicated for use by the Minden Main Street Program. For the year ended September 30, 1999, taxes of \$18,718 were levied on property with assessed valuations totaling \$9,598,880.

7. Sales and use tax operations

- A. 1% sales and use tax - The City of Minden was authorized to levy and collect a one per cent (1%) sales and use tax by a special election held May 23, 1967. The revenues derived therefrom were authorized to be used for:

"the purpose of opening, constructing, paving, resurfacing, improving and/or maintaining streets, alleys, sidewalks and bridges; constructing, acquiring, extending, improving, renovating and/or maintaining street lighting facilities, water-works, sewers and sewerage disposal works, garbage collection and waste disposal facilities, police department stations and equipment, public buildings and/or fire department stations and equipment, including fire engines, public parks and recreational facilities, airport facilities, and parking facilities; and purchasing and acquiring the necessary land, equipment and furnishings for the aforesaid public works, building, improvements and facilities, and such tax to be subject to funding into bonds by the City in the manner authorized..."

For the year ended September 30, 1999, Sales Tax operating transfers (of "surplus") to other funds which were used for purposes for which the imposition of the tax was authorized were as follows:

Transfers to General Fund	<u>\$1,467,689</u>
---------------------------	--------------------

- B. 1% sales and use tax - sewerage improvements - The City of Minden was authorized to levy and collect a one per cent (1%) sales and use tax by a special election held September 29, 1984. The revenues derived therefrom were authorized to be used for:

"the purpose of constructing, acquiring, extending, improving, operating and maintaining sewers and sewerage disposal facilities...and fund the proceeds of the Tax into bonds to be issued in series from time to time for the purpose of constructing, acquiring and improving sewers and sewage disposal facilities...and the Council shall (i) annually budget the amount of said net proceeds of the Tax required to pay principal and interest and reserve requirements on all bonds payable from the Tax and the amount required for extending, improving, operating

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9. Net working capital - Enterprise fund

The following shows the net working capital for the Enterprise Fund - Utilities Fund at September 30, 1999:

Total current assets	\$ 11,215,635
Total current liabilities	<u>(775,880)</u>
 Net working capital	 \$ <u>10,439,755</u>

10. Fixed assets

A summary of changes in general fixed assets follows:

	Balance			Balance
	<u>October 1, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>September 30, 1999</u>
Land	\$ 495,568	-	-	495,568
Buildings	4,004,184	7,505	-	4,011,689
Improvements other than buildings	2,917,328	275,648	-	3,192,976
Equipment	2,622,410	672,265	(76,711)	3,217,964
Construction in progress	<u>275,648</u>	<u>423,850</u>	<u>(275,648)</u>	<u>423,850</u>
 Total general fixed assets	 \$ <u>10,315,138</u>	 <u>1,379,268</u>	 <u>(352,359)</u>	 <u>11,342,047</u>



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Depreciation expense has been allocated as follows in the financial statements of the Enterprise Fund - Utilities Fund:

Electric Department	\$ 428,082
Water Department	173,683
Sewer Department	360,377
General and Administrative	22,716
Warehouse	<u>6,808</u>
Total	\$ <u>991,666</u>

The following is a summary of the Enterprise (Utilities) Fund fixed assets at September 30, 1999.

<u>Description</u>	<u>Life, In Years</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net</u>	<u>Current Year Depreciation</u>
<b>Electric Department:</b>					
Diesel generating plant	33-1/3	\$ 2,463,568	2,413,271	50,297	297
Steam turbine generating plant	33-1/3	5,261,510	4,931,352	330,158	158,112
Commercial power tie-in	25	2,013,635	1,969,271	44,364	80,545
Electric distribution lines	25	5,332,084	2,271,709	3,060,375	147,680
<b>Water Department:</b>					
Water wells	40	536,842	285,375	251,467	11,779
Water tanks	40	241,065	104,936	136,129	3,907
Water treatment plant and lines	40	5,628,975	2,157,199	3,471,776	130,292
Equipment	5	240,940	199,709	41,231	11,281
<b>Sewer Department:</b>					
Sewer system	40	7,785,694	2,819,430	4,966,264	219,928
Wastewater treatment plant	40	4,788,060	1,561,406	3,226,654	123,262
<b>Other:</b>					
Street lights	15	122,117	122,117	-	-
Warehouse	5-40	318,434	167,597	150,837	11,619
Office equipment	5-10	210,201	170,869	39,332	14,139
Real estate	-	128,275	-	128,275	-
<b>Autos, trucks and equipment</b>					
Autos, trucks and equipment	5	1,222,226	1,064,506	157,720	71,094
Shop and misc. equipment	5-15	105,409	79,688	25,721	7,731
Construction in progress	-	<u>297,074</u>	<u>-</u>	<u>297,074</u>	<u>-</u>
Totals		<u>\$36,696,109</u>	<u>20,318,435</u>	<u>16,377,674</u>	<u>991,666</u>



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	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net</u>
Changes during year:			
Balances, beginning of year	\$35,785,265	19,335,564	16,449,701
Additions:			
Construction in progress	830,896	-	830,896
Autos, trucks and equipment	49,606	-	49,606
Electric line extensions	43,621	-	43,621
Water treatments plant & lines	829,988	-	829,988
Water plant equipment	16,294	-	16,294
Water wells	3,985	-	3,985
Sewer system	8,992	-	8,992
Office equipment	9,180	-	9,180
Warehouse	1,174	-	1,174
Misc. equipment	3,648	-	3,648
Depreciation	-	991,666	(991,666)
Deletions:			
Autos, trucks, and equipment	(2,884)	(2,884)	-
Water plant equipment	(708)	(590)	(118)
Office equipment	(5,354)	(5,321)	(33)
Construction in progress	<u>(877,594)</u>	<u>-</u>	<u>(877,594)</u>
Balances, end of year	<u>\$36,696,109</u>	<u>20,318,435</u>	<u>16,377,674</u>

**11. Retirement commitments**

Substantially all employees of the City of Minden, Louisiana, are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana, Municipal Police Employees Retirement System of Louisiana, or Firefighters' Retirement System of Louisiana. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

**A. Municipal Employees Retirement System of Louisiana**

*Plan Description.* The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All regular employees, other than firemen and policemen, of the City of Minden, Louisiana, are members of Plan A.

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of

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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 percent of their final-average salary for each year of creditable service. 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 benefit 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 Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810.

*Funding Policy.* Under Plan A, members are required by state statute to contribute 9.25 percent of their annual covered salary and the City of Minden, Louisiana, is required to contribute at an actuarially determined rate. For 1999, this rate was 5.75 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 City of Minden, Louisiana, are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to changes each year based on the results of the valuation for the prior fiscal year. The City of Minden, Louisiana's contributions to the System under Plan A for the years ending September 30, 1999, 1998 and 1997, were \$101,110, \$99,243, and \$99,797, respectively, equal to the required contributions for the years then ended.

B. Municipal Police Employees Retirement System of Louisiana

*Plan Description.* All full-time police department employees engaged in law enforcement are required to participate in the System. Employees who retire at or after age 50 with at least 20 years of creditable service or at or after age 55 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of creditable service. 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 benefit accrued to

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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 Municipal Police Employees Retirement System of Louisiana, 8401 United Plaza Boulevard, Baton Rouge, Louisiana 70809-2250, or by calling (225) 929-7411.

*Funding Policy.* Plan members are required by state statute to contribute 7.5 percent of their annual covered salary and the City of Minden, Louisiana, is required to contribute at an actuarially determined rate. The current rate is 9.0 percent of annual covered payroll. The contribution requirements of plan members and the City of Minden, Louisiana, are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to changes each year based on the results of the valuation for the prior fiscal year. The City of Minden, Louisiana's contribution for the years ended September 30, 1999, 1998 and 1997, were \$62,955, \$58,123, and \$54,853, respectively, equal to the required contributions for each year.

C. Firefighters' Retirement System of Louisiana

*Plan Description.* Membership in the Louisiana Firefighters' Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service.

Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of creditable service, not to exceed 100 percent of their final-average salary. 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 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit 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 include financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 70804, or by calling (225) 925-4060.

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*Funding Policy.* Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the City of Minden, Louisiana is required to contribute at an actuarially determined rate. The current rate is 9.0 percent of annual covered payroll. The contribution requirements of plan members and the City of Minden, Louisiana, are established and may be amended by state statute. As proved by Louisiana Revised Statute 11:103, 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 City of Minden, Louisiana's contributions for the years ended September 30, 1999, 1998 and 1997, were \$29,170, \$26,431, and \$21,863, respectively, equal to the required contributions for each year.

**12. Compensated absences**

At September 30, 1999, employees of the City have accumulated and vested \$200,650 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$104,614 is recorded as an obligation of the General Fund, \$3,120 is recorded as an obligation of the Sales Tax Fund, and \$40,350 is recorded within the general long-term debt account group. The leave liability for the employees of the Enterprise Fund, in the amount of \$52,566, is accounted for within the fund.

**13. Capital leases**

The City has entered into a lease agreement for a new computer system. The lease is for a period of sixty months, with lease payments being made monthly. This agreement is recorded as assets and obligations in the accompanying financial statements. The following is an analysis of the capital lease at September 30, 1999:

	Proprietary <u>Fund</u>	General Fixed <u>Assets</u>
Computer system	\$ <u>34,454</u>	<u>28,189</u>



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**13. Capital leases (cont')**

The following is a schedule of future minimum lease payments under capital leases and the present value of the net minimum lease payments as of September 30, 1999:

Year Ending	Proprietary	General
<u>Sept. 30</u>	<u>Fund</u>	Long-term Debt
		<u>Account Group</u>
2000	\$ 7,887	6,453
2001	7,887	6,453
2002	7,887	6,453
2003	<u>6,571</u>	<u>5,377</u>
Total minimum lease payments	30,232	27,736
less amount representing interest	<u>(3,002)</u>	<u>(2,457)</u>
Present value of net minimum lease payments	\$ <u>27,230</u>	<u>25,279</u>

**14. Long-term debt**

The following is a summary of bond transactions of the City of Minden for the year ended September 30, 1999:

	General		
	<u>Obligation</u>	<u>Revenue</u>	<u>Total</u>
Bonds payable, September 30, 1998	\$ 4,455,000	135,000	4,590,000
Bonds retired	<u>(525,000)</u>	<u>(135,000)</u>	<u>(660,000)</u>
Bonds payable, September 30, 1999	\$ <u>3,930,000</u>	-	<u>3,930,000</u>

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Bonds payable at September 30, 1999, are comprised of the following individual issues:

	<u>Principal Outstanding</u>	<u>Interest to Maturity</u>
<p>\$6,420,000 Public Improvement Refunding Bonds, Series ST-1992, dated 1/1/92; due in annual installments of \$195,000 - \$705,000 through January 1, 2005; interest at 4.4% - 6.3%; secured by a pledge of the City's 1% sales and use tax designated for sewerage system improvements</p>	\$ 3,635,000	715,248
<p>\$475,000 General Obligation Refunding Bonds, Series 1991, dated September 26, 1991; due in annual installments of \$5,000 - \$55,000 through March 1, 2005; interest at 4.7% - 6.65%; secured by levy and collection of ad valorem taxes</p>	<u>295,000</u>	<u>61,319</u>
	<u>\$ 3,930,000</u>	<u>776,567</u>

During the year ended September 30, 1999, the \$2,250,000 Water and Electric Revenue Bonds; Series A of 1974 were paid in full.

The annual requirements to amortize all debt outstanding as of September 30, 1999, including interest payments of \$1,035,126, are as follows:

<u>Year ending September 30</u>	<u>General Obligation Principal</u>	<u>Interest</u>	<u>Total</u>
2000	\$ 555,000	224,643	779,643
2001	600,000	190,400	790,400
2002	630,000	153,333	783,333
2003	670,000	113,643	783,643
2004	715,000	70,513	785,513
2005-2006	<u>760,000</u>	<u>24,036</u>	<u>784,036</u>
	<u>\$ 3,930,000</u>	<u>776,568</u>	<u>4,706,568</u>



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At September 30, 1999, \$991,665 was available in the Debt Service Funds to service the general obligation bonds.

In accordance with Louisiana Revised Statutes, the City is legally restricted in the amount of long-term bonded debt that may be issued. At September 30, 1999, the statutory limit was \$4,051,166. As of September 30, 1999, the City had no outstanding bonded debt.

There were a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

**15. Interfund receivables, payables and transfers**

Individual fund interfund receivable and payable balances at September 30, 1999, and operating transfers in and out for the year then ended were as follows:

	Interfund Receivables	Interfund Payables	Operating Transfers	
			In	Out
General Fund	\$ 7,989	37,751	4,046,366	746,740
Special Revenue Funds:				
Sales Tax Fund	-	-	-	1,467,689
Sales Tax Fund -				
Sewerage System	-	-	-	1,437,319
Main Street Project	-	-	40,619	-
Housing Rehab	-	-	-	1
Debt Service Funds -				
P.I.B., Series ST				
ST-1992, 1/1/92	-	-	711,372	-
Capital Projects Funds:				
Capital Improvements -				
Sewer	-	-	175,000	-
Capital Improvements -				
Street	-	-	700,000	-
Capital Improvements -				
Water	-	-	249,193	-
Enterprise Fund	37,751	-	732,068	3,002,869
Agency Fund	-	7,989	-	-
	<u>\$ 45,740</u>	<u>45,740</u>	<u>6,654,618</u>	<u>6,654,618</u>

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**16. Intergovernmental revenues**

The City periodically receives various grants and entitlements from Federal and State governmental units. These funds are used to finance various activities beneficial to the community. Grants normally specify what the funds may be used for and are audited annually under the Single Audit Approach as provided by Circular A-133 of the Office of Management and Budget.

During the year ended September 30, 1999, the following amount of grants and entitlements are recorded in the accompanying financial statements:

	General <u>Fund</u>	Proprietary <u>Fund</u>	Capital Projects <u>Fund</u>
Federal/state disaster public assistance	\$ 31,772	81,394	-
Louisiana Commission on Law Enforcement	16,662	-	-
Department of Justice - COPS grant	11,250	-	-
Facade grant	5,000	-	-
LCDBG grant	<u>-</u>	<u>-</u>	<u>408,887</u>
Totals	<u>\$ 64,684</u>	<u>81,394</u>	<u>408,887</u>

**17. Local Government Assistance Fund**

During the 1981 Special Session, the Louisiana Legislature passed Act 38 providing for the establishment of the Local Government Assistance Fund. Monies appropriated pursuant to the Act were distributed to parishes and municipalities based on population. Minden's share was \$251,052. The Act stipulates that monies are to be spent only on capital programs and purposes including "any expenditures for acquiring lands, building, equipment or other permanent properties, or for their preservation or development or permanent improvement", and cannot be used as part of the operating budget. All programs must be approved by respective state legislative delegates.

A fund balance of \$65,238 was available at September 30, 1999, for future approved capital projects.

**18. Contractual service agreement - sanitation services**

On September 1, 1995, the City entered into a five-year agreement with Waste Management of Northwest Louisiana, a private company, to provide sanitation services to the City. These services include residential garbage and

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recyclable item pick-up and the disposal of such waste, with fees based on the number of pick-ups per week and the type of collection (curbside or backyard). The City then charges a monthly fee for sanitation services to individual customers on their utilities bills.

**19. Pending litigation**

George S. Humphries et al versus City of Minden, et al, arises out of an alleged sexual molestation of a minor by a City fireman. At the time of the alleged incident, the fireman was on duty. The City Attorney indicates the City's exposure is estimated to be \$ 75,000 or greater, if found liable.

The City of Minden has filed suit against Thomas G. Ray, President/Owner of Sportco of Minden, Inc., for repayment of a loan made to Sportco. The loan was made through a grant agreement with the State of Louisiana. If successful, the \$720,000 balance paid will be remitted to the State of Louisiana to satisfy the outstanding loan balance. The City of Minden will not realize a profit from this action.

There are several other pending lawsuits in which the City is involved. The City Attorney estimates that the potential claims against the City, not covered by insurance resulting from litigation not mentioned above, would not materially affect the financial statements of the City.

Effective April 1, 1998, the City reinstated its general liability coverage. The City will maintain the reserve fund established in prior years for self-insurance. The reserve will be used to pay claims for amounts less than the deductible allowed under the City's general liability coverage. At September 30, 1999, \$352,124 has been reserved in the Enterprise Fund-Utilities Fund for this purpose.

**20. Contingent liabilities**

The City participates in a number of federally-assisted grant programs, such as the Community Development Block Grant. These programs are subject to program compliance audits which could lead to request for reimbursements by the grantor agency for expenditures disallowed under the terms of the grants. City management believes that the amount of disallowances, if any, which may arise from such audits will not be material.

In connection with the 87 LCDBG Economic Development Grant, the recipient of the loan proceeds, Sportco of Minden Inc., is delinquent on repayment of such proceeds. Under the terms of the grant, the state may require reimbursement of the outstanding balance by the City. At September 30, 1999 the total outstanding loan balance was \$631,038, of which \$379,783 is owed to the City and \$251,255 is owed to the State of Louisiana. According to an amendment to the grant agreement, upon default by Sportco of Minden, Inc., the City could be held liable for the

CITY OF MINDEN, LOUISIANA  
Notes to Financial Statements  
September 30, 1999

*entire balance of the note, at the option of the Division of Administration of the State of Louisiana. At September 30, 1999, that balance was \$705,201, including \$74,163 in accrued interest.*

On March 7, 1994, representatives of the City; the State of Louisiana, Division of Administration; and Sportco, Inc. met to come to an agreement regarding Sportco's outstanding note balance, as detailed above. The agreement, approved by the Division of Administration, was to grant a one-year extension for the resumption of payments on the loan until March 1, 1994. Subsequent to this agreement, Sportco, Inc., on August 30, 1996, filed a petition for bankruptcy under Chapter Eleven. The bankruptcy petition shows an estimated liability to the State of Louisiana in the amount of \$323,789, and to the City of Minden in the amount of \$303,895.

As previously stated in Note 18, the City has filed suit against Thomas G. Ray in an attempt to obtain payment for the outstanding balance of the loan. As a result, the State contends that the City has acted "in good faith," with respect to the administration of the loan, however, this matter remains unresolved pending the outcome of the litigation. The management of the City also contends that they have acted "in good faith" in compliance with the grant agreement and will, therefore, not be held liable for the entire balance of the note, of which \$305,519 has been reserved in the retained earnings section of the Utility Fund.

FINANCIAL STATEMENTS OF INDIVIDUAL FUNDS  
AND ACCOUNT GROUPS



## GENERAL FUND

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Comparative Balance Sheets  
September 30, 1999 and 1998

	1999	1998
<b>ASSETS</b>		
Cash	\$ 1,480	1,555
Interest bearing deposits	3,469,697	3,412,594
Accounts receivable - other	972	607
Due from other funds -		
Agency fund	7,989	9,356
Main Street	-	15,137
Due from other governmental units	12,636	21,398
Gasoline inventory	432	8,742
Garbage bag inventory	1,531	5,084
Total assets	\$ 3,494,737	3,474,473
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities:		
Accounts payable	\$ 73,901	142,823
Payroll and insurance withholdings	1,092	957
Municipal employee retirement payable	49,883	52,835
Municipal police retirement payable	9,750	9,090
Municipal fire fighter retirement payable	4,976	4,238
Accrued compensated absences	104,614	92,541
Due to other funds -		
Utilities fund	37,751	36,718
Total liabilities	281,967	339,202
Fund balance:		
Unreserved -		
Undesignated	3,212,770	3,135,271
Total fund balance	3,212,770	3,135,271
Total liabilities and fund balance	\$ 3,494,737	3,474,473

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget (GAAP Basis) and Actual  
For the Year ended September 30, 1999  
With Comparative Actual Amounts for the Year ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Revenues:</b>				
Taxes - ad valorem	\$ 294,977	307,893	12,916	294,632
Licenses - occupational	315,000	369,641	54,641	325,687
Fees and rentals -				
Cablevision franchise fee	34,500	53,278	18,778	45,812
Arkla Gas franchise fee	57,000	53,060	(3,940)	62,805
Bell South franchise fee	55,000	83,362	28,362	84,671
Permits and fees	44,400	65,851	21,451	61,925
Recreational department fees	10,600	9,919	(681)	15,222
Airport hangar rental and fees	35,200	43,199	7,999	35,601
Civic Center rental	9,500	10,945	1,445	12,159
Community House rental	7,800	8,013	213	8,590
Forestry Building rental	18,000	4,087	(13,913)	9,603
Charges for services - sanitation charges	666,000	656,588	(9,412)	645,763
Fines and forfeitures	85,700	73,634	(12,066)	88,647
Intergovernmental -				
Department of Justice - COPS grant	-	11,250	11,250	52,500
Louisiana tobacco allocations	65,000	66,594	1,594	66,594
State fire insurance tax	24,000	25,353	1,353	23,670
FAA - Aviation grant	-	-	-	351,264
Other state and parish grants	-	53,435	53,435	230,559
Louisiana maintenance agreement	9,611	9,611	-	9,611
Minden Housing Authority (payment in lieu of taxes)	7,700	7,742	42	7,742
Other	2,700	3,232	532	11,226
Interest	77,780	103,900	26,120	108,889
Miscellaneous	19,840	67,281	47,441	63,243
Total revenues	<u>1,840,308</u>	<u>2,087,868</u>	<u>247,560</u>	<u>2,616,415</u>
<b>Expenditures:</b>				
Current-				
General Government-				
Administrative	907,121	824,017	83,104	748,015
Inspection and Engineering	93,685	67,082	26,603	67,245
Civic Center	192,052	204,705	(12,653)	211,785
City Court	36,914	37,447	(533)	35,074

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Revenues, Expenditures and  
Changes in Fund Balance - Budget (GAAP Basis) and Actual  
For the Year ended September 30, 1999  
With Comparative Actual Amounts for the Year ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
Expenditures (continued):				
Ward Marshal	\$ 33,031	27,155	5,876	28,945
Public Safety-				
Police	1,392,053	1,181,999	210,054	1,101,054
Fire	803,453	793,046	10,407	542,326
Highway and streets	954,136	936,550	17,586	732,524
Sanitation and health-				
Sanitation	616,000	611,449	4,551	605,264
Animal shelter	56,193	48,094	8,099	49,497
Parks and recreation -				
Parks and recreation	684,907	462,902	222,005	858,107
Parks and grounds	174,564	-	174,564	-
Public works	271,161	120,467	150,694	676,332
Total expenditures	<u>6,215,270</u>	<u>5,314,913</u>	<u>900,357</u>	<u>5,656,168</u>
(Deficiency) of revenues over expenditures	<u>(4,374,962)</u>	<u>(3,227,045)</u>	<u>1,147,917</u>	<u>(3,039,753)</u>
Other financing sources (uses)				
Proceeds from sales of assets	-	4,918	4,918	-
Operating transfers in				
Sales Tax Fund	1,467,689	1,467,689	-	1,295,059
Utilities Fund	2,578,881	2,578,676	(205)	2,463,486
Housing Rehab	-	1	1	-
Operating transfers out				
Capital Improvement - Street	(700,000)	(700,000)	-	(320,102)
Main Street Program	(37,500)	(40,619)	(3,119)	(34,948)
Gasoline inventory transfer - UF	-	(6,121)	(6,121)	(12,555)
Total other financing sources (uses)	<u>3,309,070</u>	<u>3,304,544</u>	<u>(4,526)</u>	<u>3,390,940</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(1,065,892)	77,499	1,143,391	351,187
Fund balance at beginning of year	<u>3,135,271</u>	<u>3,135,271</u>	<u>-</u>	<u>2,784,084</u>
Fund balance at end of year	<u>\$ 2,069,379</u>	<u>3,212,770</u>	<u>1,143,391</u>	<u>3,135,271</u>

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Expenditures by Departments Compared to Budget (GAAP Basis)  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>General Government:</b>				
Administrative -				
Salaries	\$ 290,477	291,741	(1,264)	275,141
Insurance	61,706	76,167	(14,461)	64,746
Payroll taxes	2,795	3,541	(746)	2,664
Retirement expense	16,002	16,101	(99)	16,403
Building maintenance and supplies	11,500	11,997	(497)	9,453
Advertising and legal printing	6,000	7,126	(1,126)	7,636
Office supplies	14,850	6,618	8,232	6,209
Telephone expense	9,171	12,075	(2,904)	9,945
Computer services	10,500	6,016	4,484	6,764
Travel and conventions	8,500	8,265	235	3,429
Auditing and legal fees	43,044	12,404	30,640	20,193
Professional fees	-	450	(450)	-
Postage	6,000	1,438	4,562	2,760
Car allowances	11,400	7,331	4,069	10,200
City utilities	337,300	277,003	60,297	256,591
Maintenance agreements	3,000	2,238	762	2,010
Civic appropriations	45,000	33,373	11,627	32,297
Recording fees	200	1,105	(905)	898
Vehicle expense	-	497	(497)	-
Other expenditures	13,076	7,048	6,028	14,522
Capital expenditures	16,600	35,627	(19,027)	6,154
Capital leases:			-	
Principal	-	4,597	(4,597)	-
Interest	-	1,259	(1,259)	-
Total administrative	<u>907,121</u>	<u>824,017</u>	<u>83,104</u>	<u>748,015</u>
Inspection and Engineering -				
Salaries	45,140	44,297	843	37,984
Insurance	9,230	3,615	5,615	3,697
Payroll taxes	589	651	(62)	1,062
Retirement expense	3,053	2,553	500	1,648
Professional fees	10,000	224	9,776	2,400
Computer services	-	-	-	280
Supplies	1,125	1,496	(371)	1,502
Vehicle expense	1,600	1,743	(143)	930
Other expenditures	22,598	10,695	11,903	12,233
Capital expenditures	350	1,808	(1,458)	5,509
Total inspection and engineering	<u>93,685</u>	<u>67,082</u>	<u>26,603</u>	<u>67,245</u>

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



CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Expenditures by Departments Compared to Budget (GAAP Basis)  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>General Government (continued)</b>				
<b>Civic Center -</b>				
Salaries	74,032	73,286	746	69,930
Insurance	16,560	14,628	1,932	12,564
Payroll taxes	633	613	20	578
Retirement expense	4,237	4,293	(56)	4,010
Supplies	17,300	11,163	6,137	8,686
Maintenance and repairs	2,000	3,482	(1,482)	1,476
Car allowance	600	600	-	600
Other expenditures	39,040	33,262	5,778	4,325
Capital expenditures	37,650	63,378	(25,728)	109,616
Total civic center	<u>192,052</u>	<u>204,705</u>	<u>(12,653)</u>	<u>211,785</u>
<b>City Court -</b>				
Salaries	33,216	33,216	-	32,641
Insurance	157	156	1	182
Retirement expense	2,659	3,300	(641)	1,560
Other expenditures	382	382	-	400
Capital expenditures	500	393	107	291
Total city court	<u>36,914</u>	<u>37,447</u>	<u>(533)</u>	<u>35,074</u>
<b>Ward Marshal -</b>				
Salaries	21,669	21,669	-	20,850
Insurance	5,868	1,929	3,939	3,341
Retirement expense	1,109	(542)	1,651	960
Telephone expense	928	1,155	(227)	933
Car allowance	480	480	-	480
Uniforms	400	181	219	250
Other expenditures	2,445	2,150	295	2,004
Capital expenditures	132	133	(1)	127
Total ward marshal	<u>33,031</u>	<u>27,155</u>	<u>5,876</u>	<u>28,945</u>
Total general government	<u>\$ 1,262,803</u>	<u>1,160,406</u>	<u>102,397</u>	<u>1,091,064</u>

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Expenditures by Departments Compared to Budget (GAAP Basis)  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Public safety:</b>				
Police Department -				
Salaries	\$ 767,881	747,444	20,437	690,868
Vehicle expense	50,500	50,542	(42)	59,323
Insurance	177,256	157,098	20,158	141,671
Retirement expense	66,692	63,864	2,828	58,852
Jail expense	13,500	7,601	5,899	7,590
Telephone	3,399	4,480	(1,081)	2,210
Supplies and uniforms	23,650	27,766	(4,116)	24,709
Travel and conventions	3,250	2,770	480	2,371
Car allowance	1,800	1,650	150	1,800
Maintenance agreements	4,495	5,849	(1,354)	5,277
Advertising and printing	250	12	238	-
Coroner	36,000	11,484	24,516	22,709
Legal	20,000	20,000	-	-
Payroll taxes	14,680	14,064	616	13,051
Other expenditures	10,700	4,770	5,930	12,037
Capital expenditures	198,000	62,605	135,395	58,586
Total police department	<u>1,392,053</u>	<u>1,181,999</u>	<u>210,054</u>	<u>1,101,054</u>
Fire department -				
Salaries	409,256	404,743	4,513	389,709
Insurance	78,711	74,493	4,218	74,603
Retirement expense	31,676	29,170	2,506	26,613
Telephone	7,000	10,769	(3,769)	7,855
Truck expense	14,850	17,822	(2,972)	9,026
Rescue squad	1,200	1,100	100	1,300
Supplies and repairs	8,805	7,858	947	5,153
Uniforms	2,000	2,197	(197)	228
Maintenance agreements	750	1,678	(928)	1,771
City utilities	8,000	5,052	2,948	6,285
Other expenditures	6,805	3,422	3,383	4,593
Capital expenditures	234,400	234,742	(342)	15,190
Total fire department	<u>803,453</u>	<u>793,046</u>	<u>10,407</u>	<u>542,326</u>
Total public safety	<u>\$ 2,195,506</u>	<u>1,975,045</u>	<u>220,461</u>	<u>1,643,380</u>

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Expenditures by Departments Compared to Budget (GAAP Basis)  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Highway and streets:</b>				
Salaries	\$ 313,697	326,396	(12,699)	329,403
Insurance	100,566	78,639	21,927	87,523
Retirement expense	15,436	16,361	(925)	16,659
Vehicle expense	33,000	38,070	(5,070)	20,929
Maintenance expense	58,000	74,092	(16,092)	33,685
Equipment rental	15,000	9,952	5,048	5,285
Supplies	63,750	54,167	9,583	65,981
Repairs	73,774	54,292	19,482	46,972
Telephone	909	1,157	(248)	1,243
Other expenditures	13,504	15,517	(2,013)	19,993
Capital expenditures	266,500	267,907	(1,407)	104,851
<b>Total highways and streets</b>	<u>\$ 954,136</u>	<u>936,550</u>	<u>17,586</u>	<u>732,524</u>
<b>Sanitation and Health:</b>				
Sanitation Department- Contractual service agreement	\$ 616,000	611,449	4,551	605,264
<b>Total sanitation</b>	<u>616,000</u>	<u>611,449</u>	<u>4,551</u>	<u>605,264</u>
<b>Animal Shelter Department -</b>				
Salaries	35,859	33,485	2,374	34,416
Insurance	2,745	2,845	(100)	1,949
Retirement expense	1,924	1,686	238	1,778
Vehicle expense	1,450	1,414	36	1,389
Supplies and animal food	3,350	2,912	438	4,130
Veterinary fees and medicine	2,800	3,246	(446)	2,166
Other expenditures	4,065	2,151	1,914	2,573
Capital expenditures	4,000	355	3,645	1,096
<b>Total animal shelter</b>	<u>56,193</u>	<u>48,094</u>	<u>8,099</u>	<u>49,497</u>
<b>Total sanitation and health</b>	<u>\$ 672,193</u>	<u>659,543</u>	<u>12,650</u>	<u>654,761</u>

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

CITY OF MINDEN, LOUISIANA  
GENERAL FUND  
Statement of Expenditures by Departments Compared to Budget (GAAP Basis)  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Parks and recreation:</b>				
Parks and recreation -				
Salaries	\$ 209,050	212,426	(3,376)	205,830
Insurance	32,935	32,109	826	30,366
Retirement expense	6,788	6,040	748	6,385
Recreation center supplies	57,500	57,067	433	48,124
Tractor and truck expense	13,000	12,080	920	9,445
Telephone expense	3,262	4,571	(1,309)	3,902
City utilities	1,200	1,677	(477)	821
Other expenditures	58,672	39,890	18,782	22,064
Capital expenditures	302,500	97,042	205,458	531,170
Total parks and recreation	<u>684,907</u>	<u>462,902</u>	<u>222,005</u>	<u>858,107</u>
Parks and grounds -				
Salaries	105,737	-	105,737	-
Insurance	30,012	-	30,012	-
Payroll taxes	1,500	-	1,500	-
Retirement expense	5,965	-	5,965	-
Vehicle expense	12,000	-	12,000	-
Office supplies	100	-	100	-
Travel & conventions	300	-	300	-
Miscellaneous	18,950	-	18,950	-
Total parks and grounds	<u>174,564</u>	<u>-</u>	<u>174,564</u>	<u>-</u>
Total parks and recreation	<u>\$ 859,471</u>	<u>462,902</u>	<u>396,569</u>	<u>858,107</u>
<b>Public works - Airport:</b>				
Salaries	\$ 30,520	22,882	7,638	26,639
Insurance	13,281	7,896	5,385	5,803
Retirement expense	985	995	(10)	937
Airport supplies	12,250	2,858	9,392	4,814
Vehicle expense	20,700	24,662	(3,962)	26,329
Telephone expense	657	741	(84)	709
Other expenditures	6,768	9,597	(2,829)	8,180
Capital expenditures	186,000	50,836	135,164	602,921
Total public works	<u>\$ 271,161</u>	<u>120,467</u>	<u>150,694</u>	<u>676,332</u>
Total expenditures	<u>\$ 6,215,270</u>	<u>5,314,913</u>	<u>900,357</u>	<u>5,656,168</u>

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

## SPECIAL REVENUE FUNDS

### SALES TAX FUND

Fund used to account for the receipt and use of proceeds of the City's one percent (1%) sales and use tax under the provisions of the sales and use tax ordinance effective August 1, 1967. These revenues collected are dedicated for the following purposes:

- (a) Opening, constructing, paving, resurfacing, improving and/or maintaining streets, alleys, sidewalks and bridges and
- (b) Constructing, acquiring, extending, improving, renovating and/or maintaining street lighting facilities, water-works, sewers and sewerage disposal works, garbage collection and waste disposal facilities, police department stations and equipment, public buildings and/or fire department stations and equipment, including fire engines, public parks and recreational facilities, airport facilities, and parking facilities and
- (c) Purchasing and acquiring the necessary land, equipment and furnishings for the aforesaid public works, buildings, improvements and facilities, title to which improvements shall be in the public, or for any one or more said purposes, and
- (d) Funding the retirement of Public Improvement Bonds, Series ST-1, dated November 1, 1967 and Public Improvement Bonds, Series ST-2, dated May 1, 1969.

### SALES TAX FUND - SEWERAGE SYSTEM

Fund used to account for the receipt and use of proceeds of the City's one percent (1%) sales and use tax under the provisions of the sales and use tax ordinance effective December 1, 1984. These revenues collected are dedicated for the following purposes:

- (a) Constructing, acquiring, extending, improving, operating, and maintaining sewers and sewerage disposal facilities, and
- (b) Funding the retirement of Public Improvement Refunding Bonds, Series ST-1992, dated 1/1/92.

### 87 LCDBG ECONOMIC DEVELOPMENT FUND

Fund used to account for resources and expenditures under a Louisiana Community Development Block Grant awarded by the State of Louisiana Department of Urban and Community Affairs. Qualified expenditures under the terms of the original grant included funds for the administration of the grant and provision of a loan to Sportco of Minden, Inc. for the location and operation of a boat manufacturing facility in the City of Minden. Half of the principal and interest repayments of the loan are restricted to the City of Minden for economic development and the remaining half is due to be returned to the State of Louisiana.



## SPECIAL REVENUE FUNDS (continued)

### DRUG TASK FORCE FUND

Fund used to account for receipts and disbursements of monies specifically designated for drug task force activities. Receipts are from the police department's portion of seized funds from drug arrests. Under the provisions of a court order, the police department receives these funds from the Webster Parish Police Jury. Disbursements are to be made solely for drug law enforcement activities.

### HOUSING REHAB FUND

Fund used to account for receipts and disbursements under the Health and Safety Rehabilitation Grant awarded by the Louisiana Housing Finance Agency. Grant funds are for the rehabilitation of properties owned and occupied by elderly, disabled, and single parent heads of household meeting grant requirements.

### MAIN STREET PROGRAM FUND

Fund used to account for receipts and disbursements of monies collected for the purposes of the Minden Downtown Development District Commission as carried out through the Minden Main Street Project

CITY OF MINDEN, LOUISIANA  
SPECIAL REVENUE FUNDS  
Combining Balance Sheet  
September 30, 1999  
With Comparative Totals for September 30, 1998

	<u>Sales Tax Fund</u>	<u>Sales Tax Fund - Sewerage System</u>	<u>87 LCDBG Economic Development Fund</u>
<b>ASSETS</b>			
Cash	\$ 975,439	1,241,452	-
Investments	1,492,208	-	-
Loans receivable	-	-	631,038
Accrued interest	-	-	74,163
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 2,467,647</u>	<u>1,241,452</u>	<u>705,201</u>
 <b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Bank overdraft	\$ -	-	-
Accounts payable	1,217	-	-
Payroll withholdings and payables	28	-	-
Retirement payable	732	-	-
Accrued compensated absences	3,120	-	-
Due to State of Louisiana	-	-	285,782
Due to general fund	-	-	-
	<hr/>	<hr/>	<hr/>
Total liabilities	<u>5,097</u>	<u>-</u>	<u>285,782</u>
 Fund balances:			
Unreserved -			
Undesignated	2,462,550	1,241,452	419,419
	<hr/>	<hr/>	<hr/>
Total fund balances	<u>2,462,550</u>	<u>1,241,452</u>	<u>419,419</u>
	<hr/>	<hr/>	<hr/>
Total liabilities and fund balances	<u>\$ 2,467,647</u>	<u>1,241,452</u>	<u>705,201</u>

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

Drug Task Force Fund	Housing Rehab	Main Street Program Fund	Totals	
			1999	1998
12,662	-	1,510	2,231,063	2,473,355
-	-	-	1,492,208	501,542
-	-	-	631,038	631,038
-	-	-	74,163	74,163
<u>12,662</u>	<u>-</u>	<u>1,510</u>	<u>4,428,472</u>	<u>3,680,098</u>
-	-	-	-	17,797
2,198	-	-	3,415	1,592
-	-	-	28	28
-	-	-	732	699
-	-	-	3,120	2,993
-	-	-	285,782	285,782
-	-	-	-	15,137
<u>2,198</u>	<u>-</u>	<u>-</u>	<u>293,077</u>	<u>324,028</u>
<u>10,464</u>	<u>-</u>	<u>1,510</u>	<u>4,135,395</u>	<u>3,356,070</u>
<u>10,464</u>	<u>-</u>	<u>1,510</u>	<u>4,135,395</u>	<u>3,356,070</u>
<u>12,662</u>	<u>-</u>	<u>1,510</u>	<u>4,428,472</u>	<u>3,680,098</u>

CITY OF MINDEN, LOUISIANA  
SPECIAL REVENUE FUNDS  
Combining Statement of Revenues, Expenditures and  
Changes in Fund Balances  
Year Ended September 30, 1999  
With Comparative Totals for Year Ended September 30, 1998

	<u>Sales Tax Fund</u>	<u>Sales Tax Fund - Sewerage System</u>
<b>Revenues:</b>		
Taxes - sales	\$ 1,851,223	1,851,222
Intergovernmental revenues	-	-
Interest	76,155	43,987
Miscellaneous	-	-
Total revenues	<u>1,927,378</u>	<u>1,895,209</u>
<b>Expenditures:</b>		
General government	112,142	25,990
Drug law enforcement	-	-
Total expenditures	<u>112,142</u>	<u>25,990</u>
Excess (deficiency) of revenue over expenditures	<u>1,815,236</u>	<u>1,869,219</u>
<b>Other financing sources (uses):</b>		
Operating transfers in	-	-
Operating transfers out	<u>(1,467,689)</u>	<u>(1,437,319)</u>
Total other financing sources (uses)	<u>(1,467,689)</u>	<u>(1,437,319)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	347,547	431,900
Fund balances at beginning of year	<u>2,115,003</u>	<u>809,552</u>
Fund balances at end of year	<u>\$ 2,462,550</u>	<u>1,241,452</u>

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

87 LCDGB Economic Development Fund	Drug Task Force Fund	Housing Rehab	Main Street Program Fund	Totals	
				1999	1998
-	-	-	-	3,702,445	3,331,727
-	15,212	-	-	15,212	13,396
-	-	-	-	120,142	116,888
-	709	-	10,860	11,569	6,015
-	15,921	-	10,860	3,849,368	3,468,026
-	-	-	48,297	186,429	152,858
-	19,224	-	-	19,224	13,924
-	19,224	-	48,297	205,653	166,782
-	(3,303)	-	(37,437)	3,643,715	3,301,244
-	-	-	40,619	40,619	34,948
-	-	(1)	-	(2,905,009)	(2,916,555)
-	-	(1)	40,619	(2,864,390)	(2,881,607)
-	(3,303)	(1)	3,182	779,325	419,637
419,419	13,767	1	(1,672)	3,356,070	2,936,433
419,419	10,464	-	1,510	4,135,395	3,356,070



CITY OF MINDEN, LOUISIANA  
SPECIAL REVENUE FUNDS  
SALES TAX FUND  
Statement of Revenues, Expenditures and Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Revenues:</b>				
Taxes - sales	\$ 1,524,564	1,851,223	326,659	1,665,864
Interest	35,000	76,155	41,155	78,741
Total revenues	<u>1,559,564</u>	<u>1,927,378</u>	<u>367,814</u>	<u>1,744,605</u>
<b>Expenditures:</b>				
General government -				
Salaries	49,562	51,056	(1,494)	48,835
Insurance expense	4,324	3,272	1,052	4,128
Retirement expense	3,098	2,900	198	2,782
Office and computer supplies	8,500	5,881	2,619	5,187
Collection expense	-	25,990	(25,990)	16,328
Professional fees	6,300	8,011	(1,711)	7,148
Miscellaneous	15,991	12,994	2,997	10,747
Capital leases -				
Principal	-	1,313	(1,313)	-
Interest	-	360	(360)	-
Capital expenditures	4,100	365	3,735	190
Total expenditures	<u>91,875</u>	<u>112,142</u>	<u>(20,267)</u>	<u>95,345</u>
Excess of revenues over expenditures	<u>1,467,689</u>	<u>1,815,236</u>	<u>347,547</u>	<u>1,649,260</u>
<b>Other financing (uses):</b>				
Operating transfers out -				
General fund	<u>(1,467,689)</u>	<u>(1,467,689)</u>	<u>-</u>	<u>(1,295,059)</u>
Total other financing (uses)	<u>(1,467,689)</u>	<u>(1,467,689)</u>	<u>-</u>	<u>(1,295,059)</u>
Excess of revenues and other sources over expenditures and other uses	-	347,547	347,547	354,201
Fund balance at beginning of year	<u>2,115,003</u>	<u>2,115,003</u>	<u>-</u>	<u>1,760,802</u>
Fund balance at end of year	<u>\$ 2,115,003</u>	<u>2,462,550</u>	<u>347,547</u>	<u>2,115,003</u>

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

CITY OF MINDEN, LOUISIANA  
SPECIAL REVENUE FUNDS  
SALES TAX FUND - SEWERAGE SYSTEM  
Statement of Revenues, Expenditures and Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Revenues:</b>				
Taxes - sales	\$ 1,524,564	1,851,222	326,658	1,665,863
Interest	33,000	43,987	10,987	38,147
Total revenues	<u>1,557,564</u>	<u>1,895,209</u>	<u>337,645</u>	<u>1,704,010</u>
<b>Expenditures:</b>				
General government -				
Collection expense	-	25,990	(25,990)	16,329
Miscellaneous	-	-	-	18
Total expenditures	<u>-</u>	<u>25,990</u>	<u>(25,990)</u>	<u>16,347</u>
Excess of revenues over expenditures	<u>1,557,564</u>	<u>1,869,219</u>	<u>311,655</u>	<u>1,687,663</u>
<b>Other financing (uses):</b>				
Operating transfers out				
Sinking Fund '85	(736,177)	(711,372)	24,805	(726,905)
Utility Fund	(834,851)	(725,947)	108,904	(894,591)
Total other financing (uses)	<u>(1,571,028)</u>	<u>(1,437,319)</u>	<u>133,709</u>	<u>(1,621,496)</u>
Excess (deficiency) of revenues over expenditures and other uses	(13,464)	431,900	445,364	66,167
Fund balance at beginning of year	<u>809,552</u>	<u>809,552</u>	<u>-</u>	<u>743,385</u>
Fund balance at end of year	<u>\$ 796,088</u>	<u>1,241,452</u>	<u>445,364</u>	<u>809,552</u>

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

CITY OF MINDEN, LOUISIANA  
SPECIAL REVENUE FUNDS  
MAIN STREET PROGRAM FUND  
Statement of Revenues, Expenditures and Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
For the Year Ended September 30, 1999  
With Comparative Actual Amounts for the Year Ended September 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
<b>Revenues:</b>				
Fundraiser	\$ 5,000	6,300	1,300	-
Miscellaneous	-	4,560	4,560	3,352
Total revenues	<u>5,000</u>	<u>10,860</u>	<u>5,860</u>	<u>3,352</u>
<b>Expenditures:</b>				
General government -				
Salaries	25,000	25,000	-	23,200
Insurance expense	4,360	4,194	166	4,827
Retirement expense	2,400	1,438	962	1,334
Office and computer supplies	1,825	1,292	533	1,836
Miscellaneous	7,915	13,792	(5,877)	9,969
Fundraiser expense	-	2,581	(2,581)	-
Capital expenditures	1,000	-	1,000	-
Total expenditures	<u>42,500</u>	<u>48,297</u>	<u>(5,797)</u>	<u>41,166</u>
(Deficiency) of revenues over expenditures	<u>(37,500)</u>	<u>(37,437)</u>	<u>63</u>	<u>(37,814)</u>
<b>Other financing sources:</b>				
Operating transfers in - General Fund	<u>37,500</u>	<u>40,619</u>	<u>3,119</u>	<u>34,948</u>
Total other financing sources	<u>37,500</u>	<u>40,619</u>	<u>3,119</u>	<u>34,948</u>
Excess (deficiency) of revenues and other sources over expenditures	-	3,182	3,182	(2,866)
Fund balance at beginning of year	<u>(1,672)</u>	<u>(1,672)</u>	<u>-</u>	<u>1,194</u>
Fund balance at end of year	<u>\$ (1,672)</u>	<u>1,510</u>	<u>3,182</u>	<u>(1,672)</u>

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

DEBT SERVICE FUNDS

GENERAL OBLIGATION REFUNDING BONDS,  
SERIES 1991, 9/26/91

To accumulate monies for payment of the 1991 \$475,000 General Obligation Refunding Bonds of the City of Minden, which are serial bonds due in annual installments, plus interest, through maturity in 2005. Debt service is financed by the levy of a specific ad valorem tax.

PUBLIC IMPROVEMENT REFUND BONDS  
SERIES ST-1992, 1/1/92

To accumulate monies for payment of the 1992 \$6,420,000 Public Improvement Refunding Bonds of the City of Minden, which are serial bonds due in annual installments, plus interest, through maturity in 2005. Debt service is financed from proceeds of the City's 1% sales and use tax designated for improvements to the sewerage system.

CITY OF MINDEN, LOUISIANA  
DEBT SERVICE FUNDS  
Combining Balance Sheet  
September 30, 1999  
With Comparative Totals for September 30, 1998

	General Obligation Refunding Bonds, 9/26/91 Series 1991	Public Improvement Refunding Bonds Series ST - 1992, 1/1/92		Totals	
		Sinking Fund	Reserve Fund	1999	1998
<b>ASSETS</b>					
Cash and interest-bearing deposits	\$ 44,038	446,612	501,015	991,665	963,616
Total assets	<u>\$ 44,038</u>	<u>446,612</u>	<u>501,015</u>	<u>991,665</u>	<u>963,616</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Fund balances -					
Available for debt retirement	\$ 44,038	446,612	501,015	991,665	963,616
Total liabilities and fund balances	<u>\$ 44,038</u>	<u>446,612</u>	<u>501,015</u>	<u>991,665</u>	<u>963,616</u>

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



**CITY OF MINDEN, LOUISIANA**  
**DEBT SERVICE FUNDS**  
**Combining Statement of Revenues, Expenditures**  
**and Changes in Fund Balances**  
**For the Year Ended September 30, 1999**  
**With Comparative Totals for the Year Ended September 30, 1998**

	General Obligation Refunding Bonds, 9/26/91 Series 1991	Public Improvement Refunding Bonds Series ST - 1992, 1/1/92		Totals	
		Sinking Fund	Reserve Fund	1999	1998
<b>Revenues:</b>					
Taxes - ad valorem	\$ 69,234	-	-	69,234	66,001
Interest	1,448	10,674	16,576	28,698	27,048
Total revenues	<u>70,682</u>	<u>10,674</u>	<u>16,576</u>	<u>97,932</u>	<u>93,049</u>
<b>Expenditures:</b>					
Principal retirement	40,000	485,000	-	525,000	500,000
Interest and fiscal charges	20,273	235,982	-	256,255	285,225
Total expenditures	<u>60,273</u>	<u>720,982</u>	<u>-</u>	<u>781,255</u>	<u>785,225</u>
Excess (deficiency) of revenues over expenditures	<u>10,409</u>	<u>(710,308)</u>	<u>16,576</u>	<u>(683,323)</u>	<u>(692,176)</u>
<b>Other financing sources:</b>					
Operating transfers in:					
Sales Tax Fund - Sewerage System	-	711,372	-	711,372	726,905
Total other financing sources	<u>-</u>	<u>711,372</u>	<u>-</u>	<u>711,372</u>	<u>726,905</u>
Excess of revenues and other sources over expenditures	10,409	1,064	16,576	28,049	34,729
Fund balances at beginning of year	<u>33,629</u>	<u>445,548</u>	<u>484,439</u>	<u>963,616</u>	<u>928,887</u>
Fund balances at end of year	<u>\$ 44,038</u>	<u>446,612</u>	<u>501,015</u>	<u>991,665</u>	<u>963,616</u>

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

## CAPITAL PROJECTS FUNDS

### LOCAL GOVERNMENT ASSISTANCE FUND

Fund used to account for resources and expenditures under a 1981 State grant of \$251,052 to the City of Minden in accordance with Legislative Act 38. Qualified expenditures, under the terms of the grant, include specified amounts for acquiring lands, buildings, equipment or other permanent properties, or for their preservation or development or permanent improvement. All programs must be approved by respective state legislative delegates.

### CAPITAL IMPROVEMENTS - ELECTRIC FUND

Fund used to account for monies to be used for capital improvements to the City of Minden's electrical system. Resources are contributed wholly by the City of Minden.

### CAPITAL IMPROVEMENTS - SEWER FUND

Fund used to account for monies to be used for capital improvements to the City of Minden's sewer system. Resources are contributed wholly by the City of Minden.

### CAPITAL IMPROVEMENTS - STREET FUND

Fund used to account for monies to be used for Street improvements of the City of Minden. Resources are contributed wholly by the City of Minden.

### CAPITAL IMPROVEMENTS - WATER FUND

Fund used to account for monies to be used for water improvements of the City of Minden. Resources are contributed wholly by the City of Minden.

### CAPITAL IMPROVEMENTS - STREET FUND

FY 1998 LCDBG #107-900337

Fund used to account for resources and expenditures for street improvements. Resources are provided by a \$426,962 block grant under the Louisiana Community Development Block Grant Program.

CITY OF MINDEN, LOUISIANA  
 CAPITAL PROJECTS FUNDS  
 Combining Balance Sheet  
 September 30, 1999  
 With Comparative Totals for September 30, 1998

	Local Government Assistance Fund	Capital Improvements - Electric Fund	Capital Improvements - Sewer Fund
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
<b>ASSETS</b>			
Cash and interest-bearing bank deposits	\$ 65,238	675,339	429,863
Grant receivable	<u>-</u>	<u>-</u>	<u>-</u>
Total assets	<u>\$ 65,238</u>	<u>675,339</u>	<u>429,863</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ -	-	-
Retainage payable	<u>-</u>	<u>-</u>	<u>63,610</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>63,610</u>
Fund balances:			
Unreserved - designated for capital projects	<u>65,238</u>	<u>675,339</u>	<u>366,253</u>
Total fund balances	<u>65,238</u>	<u>675,339</u>	<u>366,253</u>
Total liabilities and fund balances	<u>\$ 65,238</u>	<u>675,339</u>	<u>429,863</u>

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

Capital Improvements - Street Fund	Capital Improvements - Water Fund	Capital Improvements - Street Fund FY 1998 LCDBG #107-900337	Totals	
			1999	1998
300,418	936,867	-	2,407,725	2,838,981
-	-	47,032	47,032	-
<u>300,418</u>	<u>936,867</u>	<u>47,032</u>	<u>2,454,757</u>	<u>2,838,981</u>
-	176,499	47,032	223,531	839,778
-	6,774	-	70,384	6,361
-	<u>183,273</u>	<u>47,032</u>	<u>293,915</u>	<u>846,139</u>
300,418	753,594	-	2,160,842	1,992,842
<u>300,418</u>	<u>753,594</u>	-	<u>2,160,842</u>	<u>1,992,842</u>
<u>300,418</u>	<u>936,867</u>	<u>47,032</u>	<u>2,454,757</u>	<u>2,838,981</u>

CITY OF MINDEN, LOUISIANA  
 CAPITAL PROJECTS FUNDS  
 Combining Statement of Revenues, Expenditures and Changes in Fund Balance  
 Year Ended September 30, 1999  
 With Comparative Totals for Year Ended September 30, 1998

	Local Government Assistance Fund	Capital Improvements - Electric Fund	Capital Improvements - Sewer Fund
<b>Revenues:</b>			
Program income - state agencies	\$ -	-	-
Interest	2,158	23,034	10,524
Miscellaneous	-	-	-
Total revenues	<u>2,158</u>	<u>23,034</u>	<u>10,524</u>
<b>Expenditures:</b>			
Capital expenditures	-	43,621	52,834
Total expenditures	<u>-</u>	<u>43,621</u>	<u>52,834</u>
Excess (deficiency) of revenues over expenditures	<u>2,158</u>	<u>(20,587)</u>	<u>(42,310)</u>
<b>Other financing sources:</b>			
Operating transfers in -			
General fund	-	-	-
Utility fund	-	-	175,000
Total other financing sources	<u>-</u>	<u>-</u>	<u>175,000</u>
Excess (deficiency) of revenues and other sources over expenditures	2,158	(20,587)	132,690
Fund balances at beginning of year	<u>63,080</u>	<u>695,926</u>	<u>233,563</u>
Fund balances at end of year	<u>\$ 65,238</u>	<u>675,339</u>	<u>366,253</u>

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



Capital Improvements - Street Fund	Capital Improvements - Water Fund	Capital Improvements - Street Fund FY 1998 LCDBG # 107-900337	Totals	
			1999	1998
-	-	408,887	408,887	-
15,488	35,479	-	86,683	62,993
-	-	-	-	6,127
<u>15,488</u>	<u>35,479</u>	<u>408,887</u>	<u>495,570</u>	<u>69,120</u>
211,981	734,440	408,887	1,451,763	1,252,806
<u>211,981</u>	<u>734,440</u>	<u>408,887</u>	<u>1,451,763</u>	<u>1,252,806</u>
<u>(196,493)</u>	<u>(698,961)</u>	<u>-</u>	<u>(956,193)</u>	<u>(1,183,686)</u>
700,000	-	-	700,000	320,102
-	249,193	-	424,193	1,029,274
<u>700,000</u>	<u>249,193</u>	<u>-</u>	<u>1,124,193</u>	<u>1,349,376</u>
503,507	(449,768)	-	168,000	165,690
<u>(203,089)</u>	<u>1,203,362</u>	<u>-</u>	<u>1,992,842</u>	<u>1,827,152</u>
<u>300,418</u>	<u>753,594</u>	<u>-</u>	<u>2,160,842</u>	<u>1,992,842</u>

## ENTERPRISE FUND

Utilities Fund - To account for the provision of electric, water and sewer services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collections.

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Comparative Balance Sheets  
September 30, 1999 and 1998

	1999	1998
<b>ASSETS:</b>		
<b>Current Assets:</b>		
Cash and interest-bearing bank deposits	\$ 5,648,785	5,250,214
Investments	3,121,873	-
Accounts receivable - utilities customers	1,988,535	1,875,840
Accounts receivable - other	6	6
Due from other funds - General fund	37,751	36,718
Inventory materials and supplies, at cost (FIFO)	418,685	386,140
Total current assets	11,215,635	7,548,918
<b>Restricted assets:</b>		
Bond reserve account - Interest-bearing bank deposits	-	175,628
Bond and interest redemption account - Cash and interest-bearing bank deposits	-	127,206
Depreciation and contingency account - Interest-bearing bank deposits	-	811,882
Investment (net of market adjustment)	-	1,004,820
Customers' deposits:		
Cash and interest-bearing bank deposits	388,502	366,607
Investment (net of market adjustment)	250,964	253,158
Self-insurance reserve account - Cash and interest-bearing bank deposits	289,070	253,422
Total restricted assets	928,536	2,992,723
Property, plant and equipment (at cost)	36,399,035	35,441,493
Construction in progress	297,074	343,772
	36,696,109	35,785,265
Less: accumulated depreciation	(20,318,435)	(19,335,564)
	16,377,674	16,449,701
Total assets	\$ 28,521,845	26,991,342

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

<b>LIABILITIES AND FUND EQUITY</b>	<u>1999</u>	<u>1998</u>
<b>Current liabilities (payable from current assets):</b>		
Bank overdraft	\$ 37,293	113,080
Accounts payable	647,178	652,644
Payroll insurance withholdings	(394)	397
Municipal retirement payable	12,007	11,856
Accrued vacation pay and sick leave payable	52,566	48,528
Obligations under capital leases	6,566	-
	<u>755,216</u>	<u>826,505</u>
<b>Current liabilities (payable from restricted assets):</b>		
Revenue bonds and notes	-	135,000
Accrued interest	-	450
Customers' deposits	449,847	450,557
	<u>449,847</u>	<u>586,007</u>
Total current liabilities	<u>1,205,063</u>	<u>1,412,512</u>
<b>Long-term liabilities</b>		
Obligations under capital leases	<u>20,664</u>	<u>34,454</u>
Total long-term liabilities	<u>20,664</u>	<u>34,454</u>
Total liabilities	<u>1,225,727</u>	<u>1,446,966</u>
<b>Fund equity:</b>		
<b>Contributed capital -</b>		
Municipality	9,767,721	9,767,721
Sales tax fund	1,439,780	1,439,780
Federal and state grants	1,213,549	1,213,549
General fixed assets	337,790	337,790
Capital projects fund	5,042,710	4,211,814
Donations	2,000	-
Total contributed capital	<u>17,803,550</u>	<u>16,970,654</u>
<b>Retained earnings -</b>		
Reserved for revenue bond retirement	-	167,383
Reserved for bond depreciation and contingency	-	1,815,330
Reserved for claims and losses	352,124	324,018
Reserved for LCDBG contingency	305,519	305,519
Unrealized holding gain on securities	-	-
Unreserved	<u>8,834,925</u>	<u>5,961,472</u>
Total retained earnings	<u>9,492,568</u>	<u>8,573,722</u>
Total fund equity	<u>27,296,118</u>	<u>25,544,376</u>
Total liabilities and fund equity	<u>\$ 28,521,845</u>	<u>26,991,342</u>

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Statements of Revenues, Expenses and Changes in Retained Earnings  
Years Ended September 30, 1999 and 1998

	1999	1998
<b>Operating revenues:</b>		
Electric - regular rates	\$ 4,426,585	4,422,560
Electric - City	580,696	586,198
Electric - fuel adjustments	4,903,429	4,621,755
Water	868,444	912,140
Sewerage	610,420	621,998
Penalties	128,153	120,431
Miscellaneous	124,986	140,184
Total operating revenues	11,642,713	11,425,266
<b>Operating expenses:</b>		
Electric department	6,453,372	5,933,868
Water department	943,148	973,710
Sewer department	723,309	743,095
Meter reading department	118,704	103,026
Warehouse	108,689	107,375
General and administrative	458,066	418,830
Total operating expenses	8,805,288	8,279,904
Operating income (loss)	2,837,425	3,145,362
<b>Nonoperating revenues (expenses):</b>		
Federal/state assistance	81,394	-
Gain on sale of assets	6,101	-
Interest income	286,626	294,755
Interest expense and fiscal charges	(4,278)	(6,423)
Inventory transfer to general fund	(17,619)	(19,577)
Total nonoperating revenues and expenses	352,224	268,755
Income (loss) before operating transfers	3,189,649	3,414,117
<b>Operating transfers:</b>		
Transfers in	732,068	907,146
Transfers out	(3,002,869)	(3,492,760)
Net operating transfers	(2,270,801)	(2,585,614)
Net income (loss)	918,848	828,503
<b>Retained earnings at beginning of year</b>	5,961,472	5,398,187
<b>Decrease (increase) in reserves:</b>		
Revenue bond retirement	167,383	(6,874)
Bond depreciation and contingency	1,815,330	(292,912)
Self-insurance liability	(28,106)	34,568
Total increase in reserves	1,954,607	(265,218)
<b>Retained earnings at end of year</b>	\$ 8,834,927	5,961,472

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



CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Comparative Schedules of Operating Expenses by Department  
Year Ended September 30, 1999 and 1998

	<u>1999</u>	<u>1998</u>
<b>Electric Department:</b>		
Purchase of power	\$ 4,103,585	4,094,881
Plant operations	643,033	532,404
Fuel - gas, oil and lubricants	453,938	202,467
Salaries	290,987	262,625
Retirement expense	14,830	13,048
Insurance	77,740	100,803
Depreciation	428,082	450,656
Distribution repairs	362,396	202,904
Plant maintenance and repairs	13,504	14,606
Truck and equipment expense	37,669	41,947
Chemicals	234	-
Professional services	3,200	2,280
Telephone	544	921
Utilities	8,891	8,632
Travel and conventions	741	2,412
Miscellaneous	13,998	3,282
Total electric department	<u>\$ 6,453,372</u>	<u>\$ 5,933,868</u>
 <b>Water Department:</b>		
Salaries	\$ 267,520	271,176
Retirement expense	11,073	14,806
Insurance	56,244	66,884
Electricity consumed	188,032	240,975
Depreciation	173,683	155,910
Water plant, wells and tank repairs	19,456	102,905
Line and meter repairs	127,971	5,455
Truck and equipment expense	39,958	33,014
Chemicals	9,688	19,070
Supplies and materials	18,588	29,892
Professional services	15,474	18,946
Miscellaneous	15,461	14,677
Total water department	<u>\$ 943,148</u>	<u>\$ 973,710</u>

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

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Comparative Schedules of Operating Expenses by Department  
Year Ended September 30, 1999 and 1998

	<u>1999</u>	<u>1998</u>
<b>Sewer Department:</b>		
Salaries	\$ 112,677	106,146
Retirement expense	6,024	5,676
Insurance	26,515	27,632
Electricity consumed	84,783	96,007
Plant maintenance	55,766	49,648
Depreciation	360,377	387,890
Chemicals	14,682	13,373
Truck and equipment expense	10,513	7,913
Lift station and maintenance	8,760	5,018
Supplies and materials	5,742	7,005
Professional services	15,715	9,726
Telephone	2,069	1,723
Line repairs	160	-
Miscellaneous	19,526	25,338
Total sewer department	<u>\$ 723,309</u>	<u>\$ 743,095</u>
 <b>General and Administrative Expenses:</b>		
Salaries	\$ 146,648	139,533
Retirement expense	8,332	7,315
Insurance	17,287	53,037
Professional services	121,892	57,967
Computer services	7,983	3,188
Postage	16,944	19,018
Telephone	10,279	9,026
Bad Debts	48,717	41,376
Auditing and legal	13,395	13,407
Supplies	9,128	5,962
Truck and equipment	752	521
Depreciation	22,716	17,072
Maintenance agreement	1,657	3,756
Utilities	18,958	16,976
Miscellaneous	13,378	30,676
Total general and administrative expense	<u>\$ 458,066</u>	<u>\$ 418,830</u>

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

CITY OF MINDEN, LOUISIANA  
ENTERPRISE FUND - UTILITIES FUND  
Comparative Schedules of Operating Expenses by Department  
Year Ended September 30, 1999 and 1998

	<u>1999</u>	<u>1998</u>
Meter Reading Department:		
Salaries	\$ 82,767	75,690
Retirement expense	4,275	3,770
Insurance	18,214	11,411
Supplies	4,641	1,438
Meter testing	2,140	5,193
Vehicle expense	5,349	3,620
Machinery and equipment	120	170
Miscellaneous	1,198	1,734
Total meter reading department	<u>\$ 118,704</u>	<u>\$ 103,026</u>
Warehouse:		
Salaries	\$ 80,250	75,433
Retirement expense	4,580	3,561
Insurance	9,525	13,812
Supplies	848	887
Utilities	5,138	5,269
Vehicle expense	173	662
Machinery and equipment	667	265
Computer expense	-	590
Real property	-	364
Depreciation	6,808	4,830
Miscellaneous	700	1,702
Total warehouse	<u>\$ 108,689</u>	<u>\$ 107,375</u>
Total operating expenses	<u>\$ 8,805,288</u>	<u>8,279,904</u>

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

## AGENCY FUND

**Police Bond Fund - To account for the collection and ultimate disposition of bonds posted by citizens who have been issued citations for traffic violations or arrested for criminal offenses. Bonds posted by the violators are held until their cases are heard in City Court. At that time, the bonds for persons convicted of violations are distributed to the General Fund. If a person posting the bond is found to be not guilty, the bonds are refunded.**

CITY OF MINDEN, LOUISIANA  
 AGENCY FUND  
 POLICE BOND FUND  
 Comparative Balance Sheets  
 September 30, 1999 and 1998

	<u>1999</u>	<u>1998</u>
<b>ASSETS</b>		
Cash	\$ 18,895	20,120
Total assets	<u>\$ 18,895</u>	<u>20,120</u>
 <b>LIABILITIES</b>		
Due to other governmental units	\$ 10,906	10,764
Due to general fund	<u>7,989</u>	<u>9,356</u>
Total liabilities	<u>\$ 18,895</u>	<u>20,120</u>

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



CITY OF MINDEN, LOUISIANA  
 AGENCY FUND  
 POLICE BOND FUND  
 Statement of Changes in Assets and Liabilities  
 Year Ended September 30, 1999

	<u>Balance</u> <u>10/01/1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>09/30/1999</u>
<b>ASSETS</b>				
Cash	\$ 20,120	163,701	164,926	18,895
Total assets	<u>\$ 20,120</u>	<u>163,701</u>	<u>164,926</u>	<u>18,895</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 10,764	8,020	7,878	10,906
Due to general fund	<u>9,356</u>	<u>7,989</u>	<u>9,356</u>	<u>7,989</u>
Total liabilities	<u>\$ 20,120</u>	<u>16,009</u>	<u>17,234</u>	<u>18,895</u>

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

**GENERAL FIXED ASSETS ACCOUNT GROUP**

To account for fixed assets not used in proprietary fund operations.

CITY OF MINDEN, LOUISIANA  
 Comparative Statements of General Fixed Assets  
 September 30, 1999 and 1998

	1999	1998
<b>General Fixed Assets, at cost:</b>		
Land	\$ 495,568	495,568
Buildings	4,011,689	4,004,184
Improvements other than buildings	3,192,976	2,917,328
Equipment	3,217,964	2,622,410
Construction in progress	423,850	275,648
 Total general fixed assets	 \$ 11,342,047	 10,315,138
<b>Investment in General Fixed Assets:</b>		
Property acquired prior to October 1, 1978*	\$ 2,957,938	2,971,570
Property acquired after October 1, 1978, from:		
Capital projects funds -		
State grants	53,001	53,001
Local Government Assistance Fund	327,158	327,158
Louisiana Community Development Block Grant	1,797,570	1,388,683
Sales Tax Fund	93,112	93,112
Federal and state grants	649,721	645,117
State revenue sharing funds	43,100	43,100
General fund revenues	4,039,831	3,412,781
Sales tax fund revenues	547,210	547,210
Federal revenue sharing fund	133,406	133,406
Donations	700,000	700,000
 Total investment in general fixed assets	 \$ 11,342,047	 10,315,138

\*Records reflecting source from which assets were acquired were not maintained prior to October 1, 1978.

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

CITY OF MINDEN, LOUISIANA  
Statement of Changes in Fixed Assets  
Year Ended September 30, 1999

	Land	Buildings
General fixed assets at beginning of year	\$ 495,568	4,004,184
Additions:		
General fund revenues	-	7,505
Federal & state grants	-	-
Total additions	-	7,505
 Total balances and additions	 495,568	 4,011,689
Deletions:		
General fund	-	-
Fund balances @ 1978	-	-
Total deletions	-	-
 General fixed assets at end of year	 \$ 495,568	 4,011,689

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

Improvements Other than Buildings	Equipment	Construction in Progress	Total
2,917,328	2,622,410	275,648	10,315,138
275,648	667,661	14,963	965,777
-	4,604	408,887	413,491
<u>275,648</u>	<u>672,265</u>	<u>423,850</u>	<u>1,379,268</u>
3,192,976	3,294,675	699,498	11,694,406
-	(63,079)	(275,648)	(338,727)
-	(13,632)	-	(13,632)
-	(76,711)	(275,648)	(352,359)
<u>3,192,976</u>	<u>3,217,964</u>	<u>423,850</u>	<u>11,342,047</u>



**GENERAL LONG-TERM DEBT  
ACCOUNT GROUP**

To account for unmatured principal amounts on general long-term debt expected to be financed from governmental type funds. Payments of maturing obligations, including interest, are accounted for in the debt service funds.

CITY OF MINDEN, LOUISIANA  
Statement of General Long-Term Debt  
September 30, 1999  
With Comparative Totals for September 30, 1998

	<u>General Obligation Refunding Series 1991</u>	<u>Public Improvement Refunding Bonds Series ST-1992, 01/01/92</u>
<b>AMOUNTS AVAILABLE AND TO BE PROVIDED FOR PAYMENT OF GENERAL LONG-TERM DEBT</b>		
Amount available in debt service fund for debt retirement	\$ 44,038	947,627
Amount to be provided from:		
Ad valorem taxes	250,962	-
1% sales and use tax - 1985	-	2,687,373
Other funds	<u>-</u>	<u>-</u>
Total available and to be provided	<u>\$ 295,000</u>	<u>3,635,000</u>
<b>GENERAL LONG-TERM DEBT PAYABLE</b>		
Bonds payable	\$ 295,000	3,635,000
Obligations under capital leases	-	-
Accrued compensated absences	<u>-</u>	<u>-</u>
Total general long-term debt payable	<u>\$ 295,000</u>	<u>3,635,000</u>

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

Obligations under Capital Lease	Accrued Compensated Absences	Totals	
		1999	1998
-	-	991,665	963,616
-	-	250,962	301,371
-	-	2,687,373	3,190,013
<u>22,279</u>	<u>40,350</u>	<u>62,629</u>	<u>59,575</u>
<u>22,279</u>	<u>40,350</u>	<u>3,992,629</u>	<u>4,514,575</u>
-	-	3,930,000	4,455,000
22,279	-	22,279	28,189
<u>-</u>	<u>40,350</u>	<u>40,350</u>	<u>31,386</u>
<u>22,279</u>	<u>40,350</u>	<u>3,992,629</u>	<u>4,514,575</u>

**OTHER SUPPLEMENTARY INFORMATION**

CITY OF MINDEN, LOUISIANA  
 Combined Schedule of Bonds Payable  
 September 30, 1999

	<u>Interest</u>		<u>Issue dates</u>	<u>Final maturity dates</u>
	<u>Remaining rates</u>	<u>Payment dates</u>		
General obligation bonds:				
1991 Series Refunding (Sewerage Facilities)	6.20-6.65%	3/1; 9/1	09/26/91	03/01/05
1992 Series ST-1992 Refunding	5.80-6.30%	1/1; 7/1	01/01/92	01/01/05
Total general obligation bonds				
Revenue bonds:				
1974 (Water and Electric)	5.30%	1/1; 7/1	01/01/74	01/01/99



<u>Bond denominations</u>	<u>Remaining range of principal installments</u>	<u>Authorized</u>	<u>Issued</u>	<u>Retired</u>	<u>Outstanding</u>
5,000	40,000 to 55,000	\$ 475,000	475,000	180,000	295,000
5,000	515,000 to 705,000	<u>6,420,000</u>	<u>6,420,000</u>	<u>2,785,000</u>	<u>3,635,000</u>
		<u>\$ 6,895,000</u>	<u>6,895,000</u>	<u>2,965,000</u>	<u>3,930,000</u>
5,000	0	<u>\$ 2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>-</u>

CITY OF MINDEN, LOUISIANA

YEAR 2000 SUPPLEMENTARY INFORMATION

September 30, 1999

(Unaudited)

Year 2000 is an issue arising from computers being programmed in prior years to use only two digits (under the assumption that the first two digits would always be 19) to identify the year when processing date-sensitive information. This method of identifying dates could cause problems when processing information with dates in the year 2000 or later. As a result, the systems that use only two digits to identify dates could process data incorrectly or stop functioning altogether. The effects of the Year 2000 is expected to extend beyond systems and any equipment that is dependent on microchip technology.

As stated in Note 1, the City provides a full range of municipal services to its citizens. These include safety, street, water, electric, sewerage, sanitation and health, zoning and general administrative services. The effect of the Year 2000 issue upon the execution of these services which are automated in nature has not been determined. In addition, the effect of the Year 2000 issue upon the City's vendors, entities, and utility providers from which it obtains services has not been determined. As a result, the effect of any of these entities' non-compliance with the Year 2000 issue upon the City has also not been determined.

In the prior year ended September 30, 1998, the City of Minden entered into a lease-purchase agreement with Excel Software Professionals, Inc., to purchase a computer upgrade. The total project cost for \$82,741, will be paid over a term of 60 months. The computer upgrade includes hardware, software, and training costs for a Year 2000 compliant system to be used in the daily financial operations of the City. No significant loss due to impairment of equipment that is not Year 2000 compliant was recognized during the year ended September 30, 1999.

CITY OF MINDEN, LOUISIANA

SCHEDULE OF COMPENSATION PAID BOARD MEMBERS  
For the Year Ended September 30, 1999

The City of Minden, Louisiana paid the following amounts for compensation to the mayor and members of the board of aldermen as of September 30, 1999:

	<u>Compensation</u>	<u>Car Allowance</u>
Mayor -		
Bill Robertson	\$ 43,800	2,181
Aldermen -		
Theron Winzer	7,200	1,200
Tyrus Pendergrass	1,800	300
J. Troy Webb	1,800	300
Fayrine Kennon	7,200	1,200
Magaline Quarles	7,200	1,200
William Michael Roy	5,400	900
J. Doug Frye	<u>5,400</u>	<u>900</u>
Totals	\$ <u>79,800</u>	<u>8,181</u>

CITY OF MINDEN, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
September 30, 1999

**Summary of Auditors' Results**

We have audited the general purpose financial statements of the City of Minden, Louisiana as of and for the year ended September 30, 1999. As a result of our audit, we have issued a unqualified opinion on the general purpose financial statements. We have issued an unqualified opinion on the compliance requirements as described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to the City's major program. The dollar threshold of \$300,000 was used to distinguish between Type A and Type B programs.

For the year ended September 30, 1999, the City of Minden, Louisiana had one major program:  
LA Community Development Block Grant - FY 1998, CFDA 14.228, Grant ID# 107-900337

**Findings related to financial statements which are required to be reported in accordance with GAGAS**

The results of our auditing procedures of the general purpose financial statements as of and for the year ended September 30, 1999, of the City of Minden, Louisiana, disclosed no items that are required to be reported in accordance with GAGAS.

**Findings and questioned costs related to federal awards**

The results of our auditing procedures of the general purpose financial statements as of and for the year ended September 30, 1999, of the City of Minden, Louisiana, disclosed no items that are required to be reported in accordance with OMB Circular A-133.

CITY OF MINDEN, LOUISIANA

CORRECTIVE ACTION PLAN

September 30, 1999

**Findings related to financial statements which are required to be reported in accordance with GAGAS**

As stated in the Schedule of Findings and Questioned Costs, in connection with the audit of the general purpose of financial statements as of and for the year ended September 30, 1999, of the City of Minden, Louisiana, there were no items required to be reported in accordance with GAGAS.

**Findings and questioned costs related to federal awards**

As stated in the Schedule of Findings and Questioned Costs, in connection with the audit of the general purpose financial statements as of and for the year ended September 30, 1999, of the City of Minden, Louisiana, there were no items required to be reported in accordance with OMB Circular A-133.

**Management letter findings**

See management's response attached.

March 28, 2000

Jamieson, Wise and Martin  
Attention: Mr. Mike Wise  
P. O. Box 897  
Minden, LA 71058-0897

Dear Mr. Wise:

Regarding your Management Letter for the fiscal year ending September 30, 1999, I offer the following comments:

99-1 Budget Adoption

In my discussions with our Main Street Manager, she has assured me that she will make every effort to have the budget adopted by the Board of Directors prior to the fifteen-day time frame established by L.R.S. 39:1305.

99-2 Participation in Transactions Involving the City of Minden

I am unsure about the interpretation of this section of law and its application to a City employee. It should be noted that the finance officer for the City was not aware that the payments in question were being made to a City employee, but he will review all payments in the future to assure that we do not do business with a City employee. L.R.S. 42:1112 (C) does require that a public employee shall disqualify himself from doing business with the City, but I seriously doubt that the former employee in question was aware of this statute.

99-3 Public Bid Law

We feel that the purchase of the Chevrolet Lumina would fall well under the \$15,000 limit of 38:2212.1 as it pertains to law enforcement vehicles, even when taking into account the trade-in value of the 1989 Oldsmobile. Our City Clerk is unable to explain how the Purchase Order was issued for the \$9,850.00 in mower equipment. Although the purchase involved three separate pieces of equipment,

Larry J. Riffle  
City Clerk - Treasurer

Robert D. Hudnall  
Public Works Director

Charles Minifield  
City Attorney

Theron Winzer  
Councilman - District A

Fayrine A. Kennon  
Councilwoman - District B

Magaline Quarles  
Councilwoman - District C

Michael Roy  
Councilman - District D

Doug Frye  
Councilman - District E





99-3 Public Bid Law (Continued)

we are aware that such an order would require a minimum of three separate quotations. This was an oversight by our City Clerk. To avoid a reoccurrence of such an oversight, I have instructed the Assistant City Clerk, as well as the City Clerk, to review all purchases of materials, supplies and equipment totaling \$5,000.00 or more.

99-4 Vacation Accrual

A conscientious effort is made to comply with this part of our vacation policy. On rare occasions, someone may go into their next year of employment with more than the allowed number of vacation days. In most cases, however, exceptions to this policy are the result of a department head requesting that an exception be made for a particular employee when that employee's services are badly needed during, or just prior to, the employee's anniversary date. We feel that compliance with the terms of our vacation policy is quite good considering the number of employees we have and the nature of the services that we provide.

Respectfully,



Bill Robertson  
Mayor, City of Minden

bdb

CITY OF MINDEN, LOUISIANA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

September 30, 1999

**Section I - Internal Control and Compliance Material to the Financial Statements**

Per the Schedule of Findings and Questioned Costs, in connection with the audit of the general purpose financial statements as of and for the year ended September 30, 1998, of the City of Minden, Louisiana, there were no items required to be reported in accordance with GAGAS.

**Section II - Internal Control and Compliance Material to Federal Awards**

Per the Schedule of Findings and Questioned Costs, in connection with the audit of the general purpose financial statements as of and for the year ended September 30, 1998, of the City of Minden, Louisiana, there were no items required to be reported in accordance with OMB Circular A-133.

**Section III - Management Letter**

98-1 Utility Billings calculations

Finding: Utility billings for rate 04 and rate 05 customers were not being calculated correctly. Billing rates input into the computer which calculates billings for rate 04 and rate 05 customers did not agree with rates approved by Ordinance No. 810, *"An Ordinance to Amend the Ordinance 715 and Reenact Section 19-19 of Chapter 19 of the Code of Ordinance, City of Minden, Louisiana."* In addition, not all rate 04 customers had a demand meter reading calculation.

Current Status: During the audit for the year ended September 30, 1999, it was noted that billing rates used by the billings computer for rate 04 and rate 05 customers agreed with Ordinance No. 810. The City intends to review rate 04 customers that do have a demand meter reading to determine appropriate action.

98-2 Vacation accrual

Finding: Several employees reported vacation carryover in excess of maximum accruable amount for any vacation year per City of Minden's vacation accrual policy.

Current status: The City made attempts to review vacation accruals for unallowable carryovers of accrued vacation hours, however, it was noted that several employees still maintained a vacation carryover in excess of the amount allowed.

CITY OF MINDEN, LOUISIANA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

September 30, 1999

98-3 Billings for services

Finding: Quarterly billings for salary and benefit reimbursements were not prepared and submitted to the Main Street Program on a timely basis.

Current status: No similar findings were noted during the audit for the year ended September 30, 1999.

CITY OF MINDEN, LOUISIANA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended September 30, 1999

<u>Federal Grantor/Pass Through Grantors/Program Title</u>	<u>Federal CFDA #</u>	<u>Grant ID #</u>	<u>Program or Award Amount</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>
<u>Department of Housing &amp; Urban Development</u> Passed through the State of Louisiana - Division of Administration: LA Community Development Block Grant - FY 1998	14.228	107-900337	\$ 426,962	\$ 408,887	408,887
<u>Federal Emergency Management Agency</u> Passed through State of Louisiana, Military Department - Office of Emergency Preparedness:					
Public Assistance Grant - PA ID No. 119-50885-00	83.544	FEMA 1264-DR-LA	\$ 38,088	38,088	38,088
Public Assistance Grant - PA ID No. 119-50885-00	83.544	FEMA 1269-DR-LA	\$ 44,245	44,245	44,245
<u>U.S. Department of Justice</u> Passed through the Office of Community Oriented Policing Services: Universal Hiring Grant	16.710	96-UM-WX-0602	\$ 225,000	11,250	11,250
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice	16.579	B99-1-013	\$ 11,241	11,206	11,206
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice	16.579	98-B1-B.07-0046	\$ 14,325	4,152	4,152
Total Federal Assistance, all programs				\$ 517,828	517,828

CITY OF MINDEN, LOUISIANA

Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended September 30, 1999

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the municipality and is presented on the accrual basis of accounting in accordance with generally accepted accounting principles. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.