

**OFFICIAL
FILE COPY**

DO NOT SEND OUT

(Make necessary
copies from this
copy and PLACE
BACK in FILE)

HOUSING AUTHORITY OF THE CITY OF HOUMA, LOUISIANA

**REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED SEPTEMBER 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 MAR 7 5 2000

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Summary of Auditor's Results and Schedule of Findings and Questioned Costs		1
Independent Auditor's Report		2 - 3
Financial Statements		
Balance Sheet - Enterprise Fund	A	4 - 5
Statement of Revenues, Expenses, and Changes in Retained Earnings - Enterprise Fund	B	6
Statement of Cash Flows - Enterprise Fund	C	7 - 8
Comparison of Actual HUD Revenue and Expenses to HUD Budgeted	D	9
Notes to Financial Statements		10 - 17
Supplementary Information		
Statement and Certification of Comp Grants	E(1)	18
Statement of Comp Grant Costs - Uncompleted	E(2)	19
Analysis of General Fund Cash	F	20
Schedule of Federal Financial Assistance		21

TABLE OF CONTENTS

	<u>PAGE</u>
Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	22 - 23
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards	24 - 25
General Comments	26
Schedule of Audit Findings	27 - 31
Schedule of Audit Journal Entries	32

HOUSING AUTHORITY OF THE CITY OF HOUMA

SUMMARY OF AUDITOR'S RESULTS AND SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditor's Results

- A. We issued an unqualified opinion on the Housing Authority of the City of Houma, Louisiana for the audit of its financial statements for the year ended September 30, 1999.
- B. The financial statements are prepared on the Enterprise Method. See Auditor's Report and Note A.
- C. No reportable conditions in internal control were disclosed by our audit of the financial statements
- D. The audit did not disclose any noncompliance which is material to the financial statements.
- E. No reportable conditions in internal control were disclosed by our audit over major programs.
- F. We issued an unqualified opinion on compliance for major programs.
- G. Our audit disclosed five audit findings that we are required to report under 510(a) of OMB Circular A-133. Our audit procedures also included those of HUD Notice PIH 96-53.
- H. Major programs are as follows, and see Schedule of Federal Expenditures for CFDA numbers and amounts:
 - 1. Low Income Housing
 - 2. Comprehensive Grants
- I. The dollar threshold to distinguish Type A and Type B programs is \$ 300,000.
- J. The Housing Authority of the City of Houma, Louisiana did not qualify for the year ended September 30, 1999 as a low-risk auditee.

Schedule of Findings and Questioned Costs

- K. There are three findings in these financial statements that is required to be reported in accordance with GAGAS. They are findings #6 - #8.
- L. There are four audit findings or questioned costs for Federal awards which shall include audit findings as described in 510a of OMB Circular A-133. They are findings #1 -#5 Our audit procedures also included those of HUD Notice PIH 96-53.

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

(817) 831-3553
METRO (817) 654-4063
FAX (817) 831-3560
e-mail: estes3@flash.net

MIKE ESTES, CPA/PFS, CFP

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Independent Auditor's Report

Board of Commissioners
Housing Authority of the
City of Houma
Houma, Louisiana

Regional Inspector General for Audit
Office of Inspector General
Department of Housing and Urban
Development

We have audited the accompanying general-purpose financial statements of the Housing Authority of the City of Houma, Louisiana at 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 Housing Authority of the City of Houma, 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, and provisions of the Louisiana Governmental Audit Guide. 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 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 Housing Authority of the City of Houma, Louisiana as of September 30, 1999 and the results of its operations and changes in its total equity for the year then ended, in conformity with generally accepted accounting principles.

As described in Note A to the financial statements, the PHA has changed from the Governmental Funds to the Enterprise Funds method for the year ended September 30, 1999.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 18, 2000 on our consideration of Housing Authority of the City of Houma'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 Housing Authority of the City of Houma, taken as a whole. 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 not a required part of the general-purpose financial statements. Such information 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.

Mike Estes, P.C.

Fort Worth, Texas
February 18, 2000

HOUSING AUTHORITY OF THE CITY OF HOUMA
BALANCE SHEET - ENTERPRISE FUND
SEPTEMBER 30, 1999

FW - 1184

Assets

Current assets		
Cash - Exhibit F	\$	65,052.00
Investments		820,362.00
Accounts receivable - HUD		3,331.00
Accounts receivable - other		229.00
Inventories		7,115.00
Prepaid insurance		70,472.00
Total current assets		<u>966,561.00</u>
Fixed Assets		
Land		556,728.00
Buildings		615,410.00
Furniture, equipment & machinery		19,327,627.00
		<u>20,499,765.00</u>
Less: Accumulated depreciation		<u>(16,348,458.00)</u>
Net fixed assets		<u>4,151,307.00</u>
Total assets	\$	<u><u>5,117,868.00</u></u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
BALANCE SHEET - ENTERPRISE FUND BASIS
SEPTEMBER 30, 1999

FW - 1184

Liabilities

Current liabilities

Tenants' security deposits	\$	77,891.00
Tenants' accounts receivable overpayment less allowance for bad debts, \$1069		5,257.00
Accounts payable - other		122,033.00
Accrued wages, compensated absences		43,755.00

Total current liabilities		<u>248,936.00</u>
----------------------------------	--	-------------------

Fund equity

Net HUD contributions		<u>4,151,307.00</u>
-----------------------	--	---------------------

Total contributed capital		<u>4,151,307.00</u>
----------------------------------	--	---------------------

Retained earnings - Exhibit B		<u>717,625.00</u>
-------------------------------	--	-------------------

Total Equity		<u>4,868,932.00</u>
---------------------	--	---------------------

Total Liabilities and Equity	\$	<u><u>5,117,868.00</u></u>
-------------------------------------	----	----------------------------

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
RETAINED EARNINGS - ENTERPRISE FUND
YEAR ENDED SEPTEMBER 30, 1999

FW - 1184

Revenues

Tenant revenue	\$	1,189,502.00
HUD operating subsidy grant		815,048.00
HUD CIAP soft costs grant		55,219.00
Interest income		40,186.00
Other revenue		86,657.00
		2,186,612.00
Total Operating Revenue		2,186,612.00
Operating expenses		
Administrative		306,910.00
Tenant services		67,716.00
Utilities		748,740.00
Maintenance		461,206.00
General expense		180,424.00
Depreciation		784,489.00
CIAP soft costs		55,219.00
Protective services		185,370.00
		2,790,074.00
Total operating expenses		2,790,074.00
Net operating income		(603,462.00)
Retained earnings (operating reserve), 9-30-98		611,248.00
Add: HUD - REAC prior year GAAP adjustments		709,839.00
		717,625.00
Retained earnings, 9-30-99	\$	717,625.00
Net HUD contribution, 9-30-98		19,844,428.00
Current year addition and REAC adjustments		(15,693,121.00)
		4,151,307.00
Net HUD contribution, 9-30-99		4,151,307.00
Total Equity, 9-30-99 - Exhibit A	\$	4,868,932.00

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
STATEMENT OF CASH FLOWS - ENTERPRISE FUND
YEAR ENDED SEPTEMBER 30, 1999

FW - 1184

Cash flows from operating activities:

Tenant revenue	\$ 1,189,502.00
Other operating revenue	86,657.00
Operating expenses	<u>(2,790,074.00)</u>
Net cash (used) in operating activities	<u>(1,513,915.00)</u>

Cash flows from noncapital financing activities

Operating subsidies received	<u>870,267.00</u>
Net cash provided by noncapital financing activities	<u>870,267.00</u>

Cash flows from capital and related financing activities

HUD CIAP hard cost advances	473,624.00
Equipment and CIAP additions	<u>(499,752.00)</u>
Net cash provided (required) by capital and financing activities	<u>(26,128.00)</u>

Cash flows from investing activities

Interest income	<u>40,186.00</u>
Net cash provided (used) from investing activities	<u>\$ 40,186.00</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
 STATEMENT OF CASH FLOWS - ENTERPRISE FUND (continued)
 YEAR ENDED SEPTEMBER 30, 1999

FW - 1184

Adjustments

Depreciation		784,489.00
NET HUD - REAC adjustments - noncash		4,295,921.00
Changes in assets and liabilities:		
Increase in accounts receivable	\$	(7,384.00)
<i>Increase in inventories</i>		(7,115.00)
Increase in prepaid insurance		(34,413.00)
Decrease in debt amortization funds		568,260.00
Increase in accrued wages and payroll taxes		43,755.00
Increase in security deposits		34,391.00
Decrease in deferred credits		(23,834.00)
Increase in accounts payable		116,031.00
Decrease in fixed liabilities		(4,943,679.00)
Total adjustments		<u>826,422.00</u>
Change in cash and equivalents		196,832.00
Cash and equivalents beginning of year		<u>688,582.00</u>
Cash and equivalents end of year - Exhibit A	\$	<u>885,414.00</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
COMPARISON OF ACTUAL HUD REVENUE AND
EXPENSES TO HUD BUDGETED
YEAR ENDED SEPTEMBER 30, 1999

FW - 1184

	<u>HUD Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Revenues			
Tenant revenue	\$ 1,108,320.00	\$ 1,189,502.00	\$ 81,182.00
HUD operating subsidy grant	815,248.00	815,048.00	(200.00)
HUD CIAP soft costs grant	55,219.00	55,219.00	0.00
Interest income	28,990.00	40,186.00	11,196.00
Other revenue	58,500.00	86,657.00	28,157.00
	<u>2,066,277.00</u>	<u>2,186,612.00</u>	<u>120,335.00</u>
Operating expenses			
Administration, net of CIAP soft costs	351,463.00	306,910.00	(44,553.00)
Tenant services	93,316.00	1/ 67,716.00	(25,600.00)
Utilities	725,180.00	748,740.00	23,560.00
Maintenance	561,354.00	461,206.00	(100,148.00)
General expense	253,492.00	180,424.00	(73,068.00)
Depreciation		784,489.00	784,489.00
CIAP soft costs	55,219.00	55,219.00	0.00
Protective services	172,000.00	185,370.00	13,370.00
	<u>\$ 2,212,024.00</u>	<u>\$ 2,790,074.00</u>	<u>\$ 578,050.00</u>
Excess (deficient) revenues	(145,747.00)	(603,462.00)	(457,715.00)
Add:			
Depreciation - not budgeted by HUD	0.00	784,489.00	784,489.00
Deduct:			
Capital expenditures - budgeted by HUD	<u>(45,210.00)</u>	<u>(34,912.00)</u>	<u>10,298.00</u>
Excess (deficiency) of budgeted revenues over expenses	<u>\$ (190,957.00)</u>	<u>\$ 146,115.00</u>	<u>\$ 337,072.00</u>

1/ Net of \$22,173 reimbursements

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE

The Housing Authority of Houma, Louisiana (the Authority), a public corporate body, was organized for the purpose of providing decent, safe, and sanitary dwelling accommodations for persons of low income.

The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. In addition, the Authority has administrative responsibility for various other community development programs whose primary purpose is the development of viable urban communities by providing decent housing, a suitable living environment, and economic opportunities principally for persons of low and moderate income.

The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the President of the Terrebone Parish Consolidated Government. Each member serves a five-year term on a rotating basis. Substantially all of the Authority's revenue is derived from subsidy contracts with the U.S. Department of Housing and Urban Development (HUD). The Annual Contributions Contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities and housing assistance payments for eligible individuals.

(1) Financial Reporting Entity

Generally accepted accounting principles require that the financial statements present the accounts and operations of the Authority and its component units, entities for which the Authority is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Authority's operations and data from these units, if any, are combined with data of the Authority. Each discretely presented component unit, if any, would be reported in a separate column in the combined financial statements to emphasize that it is legally separate from the Authority. As of September 30, 1999, and for the fiscal then ended, the Authority had no discretely presented component units or any component units required to be blended in these financial statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE (continued)

(2) Change in Accounting Principle

For the year ended September 30, 1999, the PHA has changed from the Government Funds Method to the Enterprise Method. This change was strongly recommended by the Real Estate Assessment Center (REAC) of The Department of Housing and Urban Development.

The Enterprise Funds Method accounts for operations in a manner similar to a private business. Under this method, all assets, including fixed assets, and all liabilities are in one fund, and one financial statement.

The Enterprise Fund recognizes revenues and expenses on the full accrual basis. Revenues are recognized when earned and become measurable. Expenses are recognized in the period incurred, if measurable. In the prior method used, the Governmental Funds Method, the modified accrual method was necessary.

Depreciation expense must be recognized for the Enterprise Fund. Under the Governmental Funds Method, depreciation was optional and the PHA elected not to recognize it.

REAC suggests that accumulated depreciation be charged to HUD Capital Contributions, not Retained Earnings. REAC directs that soft costs from development and modernization be deleted from fixed assets and charged to HUD Capital Contributions.

REAC also directs PHA's to delete outstanding debt owed to HUD, annual contributions and debt amortization funds receivable due from HUD, and close them to HUD Capital Contributions.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE (continued)

The amount of the September 30, 1998 operating reserve becomes the beginning retained earnings. There is no cumulative effect on beginning retained earnings resulting from the accounting method change.

(3) Budgetary Data

The Authority is required by its HUD Annual Contributions Contracts to adopt annual budgets for the Low-Rent Housing Program and the Section 8 Programs. Annual budgets are not required for CIAP grants as their budgets are approved for the length of the project. Both annual and project length budgets require grantor approval.

The Authority is under a limited budget review from HUD with the control category of total operating expenditures. If there are no overruns of the total operating expenditures, then HUD does not require budget revisions other than when there are substantial additions to nonroutine expenditures.

The budget is prepared on a statutory (HUD) basis and does not contain a provision for uncollectible tenant receivables, or depreciation. The budget does reflect furniture and equipment additions from operations.

(4) Cash and Cash Equivalents

The entity defines cash and cash equivalents to include certificates of deposit, money market funds, savings accounts, and demand deposits.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE (continued)

(5) Tenant Receivables

Receivables for rentals and service charges are reported in the General Fund, net of allowances for doubtful accounts.

(6) Compensated Absences

Authority employees accrue personal leave, or compensated absences, by a prescribed formula based on length of service.

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS

It is the entity's policy for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The entity's deposits are categorized to give an indication of the level of risk assumed by the entity at September 30, 1999. The categories are described as follows:

Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.

...

Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.

Category 3 - Uncollateralized, uninsured and unregistered, but with securities held by the bank, its trust department, or its agent, pledged to the PHA, but not in the PHA's name.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS (continued)

Cash Deposits, categorized by level of risk, (at cost, which approximates market) are:

Total Bank Balances	Category		
	1	2	3
\$ <u>885,414</u>	\$ <u>785,413</u>	\$ <u> </u>	\$ <u>65,052</u>

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand.

NOTE C - ACTIVITIES OF THE PHA

At September 30, 1999, the PHA was managing 590 units of low-rent in two projects under Program FW - 1184.

NOTE D - CONTINGENCIES

The entity is subject to possible examinations by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refund by the entity to federal grantors and/or program beneficiaries.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE E - FIXED ASSETS

As noted in Note A, soft costs formerly capitalized have been written off and fixed assets are now depreciated on the straight-line method over their estimated useful lives as follows:

Site improvements	15 Years
Buildings	33 Years
Buildings improvements	15 Years
Nondwelling structures	15 Years
Equipment	3 to 7 Years

	09/30/99 <u>Cost</u>	09/30/98 <u>Accumulated Depreciation</u>	Current <u>Depreciation</u>	09/30/99 <u>Accumulated Depreciation</u>
Land	\$ 556,728			
Buildings and Improvements	615,410	394,568	87,559	482,127
Equipment	19,327,627	15,169,401	696,930	15,866,331
	<u>\$ 20,499,765</u>	<u>15,563,969</u>	<u>784,489</u>	<u>16,348,458</u>

All land and buildings are encumbered by a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the government and to protect other interests of the government.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE F - LONG-TERM DEBT

As noted in Note A, long-term debt owed to HUD has been closed to HUD Capital Contributions. For the year ended September 30, 1999, Housing Agency bonds outstanding of \$4,375,419 were closed to capital contributions.

NOTE G - RETIREMENT PLAN

The entity provides benefits for all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate after a six months exclusionary period. The employee contributes 6 % and the entity contributes 8 % of the employee's base salary each month. The entity's contributions for each employee (and interest allocated to the employee's account) are vested 20 % annually for each year of participation. An employee is fully vested after 5 years of participation.

The entity's total payroll in fiscal year ended September 30, 1999 was approximately \$471,000. The entity's contributions were calculated using the base salary amount of \$230,000. Contributions to the plan were \$13,800 and \$18,432 by the employee and the entity, respectively.

NOTE H - DISCLOSURES ABOUT FAIR VALUE OF FINANCIAL INSTRUMENTS

The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

Cash and Investments

The carrying amount approximates fair value because of the short maturity of these instruments.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(continued)

SEPTEMBER 30, 1999

NOTE I - ACCOUNTING FOR THE IMPAIRMENT OF LONG - LIVED ASSETS

The full amount of the carrying value of buildings and land improvements are deemed recoverable from future cash flows.

NOTE J - USE OF ESTIMATES IN THE PREPARATION OF FINANCIAL STATEMENTS

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF THE CITY OF HOUMA
 STATEMENT AND CERTIFICATION OF COMP GRANTS
 ANNUAL CONTRIBUTION CONTRACT
FW - 1184

1. The Actual Modernization Costs are as follows:

		<u>1996</u>
Funds Approved	\$	445,635.00
Funds Expended		<u>445,635.00</u>
Excess of Funds Approved		<u>0.00</u>
Funds Advanced	\$	445,635.00
Funds Expended		<u>445,635.00</u>
Excess of Funds Advanced		<u>0.00</u>

2. The distribution of costs by project as shown on the Final Statement of Modernization Cost dated October 6, 1999 accompanying the Actual Modernization Costs Certificate submitted to HUD for approval is in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
STATEMENT OF COMP GRANT COSTS - UNCOMPLETED

SEPTEMBER 30, 1999

CASH BASIS

	<u>Project 1998</u>	<u>Project 1997</u>
Funds Approved	\$ 464,495.00	\$ 442,913.00
Funds Expended	<u>37,188.19</u>	<u>156,807.95</u>
Excess of Funds Approved	<u>427,306.81</u>	<u>286,105.05</u>
Funds Advanced	\$ 37,188.19	\$ 153,477.45
Funds Expended	<u>37,188.19</u>	<u>156,807.95</u>
Excess of Funds Advanced	\$ <u>0.00</u>	\$ <u>(3,330.50)</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
 ANALYSIS OF GENERAL FUND CASH BALANCE
 ANNUAL CONTRIBUTION CONTRACT
FW - 1184

Composition Before Adjustments	
Net operating receipts retained:	
Retained earnings - Exhibit B	\$ 717,625.00
	<u>717,625.00</u>
Adjustments	
Expenses/costs not paid:	
Current liabilities	248,936.00
Income not received:	
Accounts receivable	<u>(3,560.00)</u>
General Fund Cash Available	963,001.00
General Fund Cash:	
Invested	(7,115.00)
Applied to deferred charges (prepaid insurance, inventories, etc.)	<u>(70,472.00)</u>
General Fund Cash - Exhibit A	<u><u>885,414.00</u></u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA
 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

YEAR ENDED SEPTEMBER 30, 1999

FEDERAL GRANTOR PROGRAM TITLE	<u>CDFA NO.</u>	<u>GRANT ID NO.</u>	<u>PROGRAM EXPENDITURES</u>
U.S. Department of Housing and Urban Development			
Direct Programs:			
Low-Income Housing			
Operating Subsidy	14.850	FW - 1184	815,048.00
Major Program Total			<u>815,048.00</u>
Comprehensive			
Grants			
Project 1996	14.859	FW - 1184	344,679.00
Project 1997	14.859	FW - 1184	146,976.00
Project 1998	14.859	FW - 1184	37,188.00
Major Program Total			<u>528,843.00</u>
Total HUD			<u>\$ 1,343,891.00</u>

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

(817) 831-3553
METRO (817) 654-4063
FAX (817) 831-3560
e-mail: estes3@flash.net

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

MIKE ESTES, CPA/PFS, CFP

Report on Compliance with Requirements Applicable to Each
Major Program and Internal Control Over Compliance in
Accordance with OMB Circular A-133

Housing Authority of the
City of Houma
Houma, Louisiana

We have audited the compliance of the Housing Authority of the City of Houma, Louisiana with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement and HUD Notice PIH 96-53 that are applicable to each of its major federal programs for the year ended September 30, 1999. The Housing Authority of the City of Houma, 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 Housing Authority of the City of Houma, Louisiana's Management. Our responsibility is to express an opinion on the Housing Authority of the City of Houma, 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* and HUD Notice PIH 96-53. 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 Housing Authority of the City of Houma, Louisiana's compliance with those requirements and performing such other procedures as we consider 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 Housing Authority of the City of Houma, Louisiana's compliance with those requirements. Our audit disclosed five instances of A-133 noncompliance. They are noted in the first five audit findings.

In our opinion, the Housing Authority of the City of Houma, 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 Housing Authority of the City of Houma, Louisiana is responsible for establishing and maintaining 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 Housing Authority of the City of Houma, 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 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 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 for the information of the audit committee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Mike Estes, P.C.

Fort Worth, Texas
February 18, 2000

The Notes to Financial Statements are an integral part of these statements.

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

(817) 831-3553
METRO (817) 654-4063
FAX (817) 831-3560
e-mail: estes3@flash.net

MIKE ESTES, CPA/PFS, CFP

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Report on Compliance and on Internal Control Over Financial Reporting
Based on an Audit of Financial Statements Performed in
Accordance with Governmental Auditing Standards

Housing Authority of the
City of Houma
Houma, Louisiana

We have audited the financial statements of the Housing Authority of the City of Houma, 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 Governmental Auditing Standards, issued by the Comptroller General of the United States, and provisions of the Louisiana Governmental Audit Guide.

Compliance

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Houma, Louisiana's 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 three instances of noncompliance that are required to be reported under *Governmental Auditing Standards*, or the Louisiana Governmental Audit Guide. They are listed on Audit Findings #6 - #8.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the City of Houma, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the 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 material weaknesses.

This report is a matter of public record and its distribution is not limited.

Mike Estes, P. C.

Fort Worth, Texas
February 18, 2000

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

GENERAL COMMENTS

SEPTEMBER 30, 1999

General Comments

The PHA has received excellent ratings for its maintenance status from the HUD Real Estate Assessment Center (HUD-REAC). Annual and periodic physical unit inspections are made and documented. An independent September 1999 fire safety examination was done for both projects, and the PHA rated well.

The PHA has been awarded a \$530,491 Comprehensive Grant for the year ended 9/30/00. Up to \$340,000 of this grant may be used to address air-conditioning and other mechanical problems in Bayou Towers. A comprehensive architectural and engineering assessment is in its final stages and should reveal all deficiencies with the mechanical engineering systems, including design problems at Bayou Towers. This assessment will recommend corrective actions for the developments.

If \$340,000 had been expended out of operations previously, this would have taken 48% of the PHA's 9/30/99 operating reserves (retained earnings) of \$717,625. This would come at a time when future levels of HUD funding are uncertain.

At a minimum, in our opinion, in the future the PHA should attempt to spend as much of its HUD-approved maintenance budget as possible, including preventative maintenance, and not defer any maintenance for speculative future grant funding.

HOUSING AUTHORITY OF THE CITY OF HOUMA

SCHEDULE OF AUDIT FINDINGS

SEPTEMBER 30, 1999

Status of Prior Audit Findings

- 1) Two of eleven tenant files were past-due for recertification. All files examined during the current audit period were reexamined timely. This audit finding is cleared.
- 2) \$900.00 was disbursed to the Residents Council, but documentation was not provided to the PHA. The recommendation was to not make any future reimbursements to the council until the \$900.00 was supported.

During the year ended 9/30/99, a CPA prepared an unaudited, compiled financial statement for the year ended 12/31/98 on the Senator Circle Resident Council. This information was reviewed by PHA management.

As of February 18, 2000, a tentative Memorandum of Understanding has been reached with the Resident Council. This Understanding includes agreement that the Council will provide support at the time reimbursements are received.

Based on the above, this finding is cleared.

Current Audit Findings

Utility Allowances

- 1) The PHA must review utility rate data for each utility category each year and adjust its utility allowance schedule if there has been a rate change of 10 percent or more for a utility category since the last time the utility allowance schedule was revised (24 CFR section 982.517).

Recommendation

The PHA's latest Utility Allowance was performed in late 1997. The PHA does not have completed documentation on hand that thoroughly analyzes the rate changes for the year ended 9/30/99, even though analysis was performed on a couple of units in the Senator Circle Development. Another analysis should be done soon, and if needed, the utility allowance will be revised.

Reply

We will comply with the above.

HOUSING AUTHORITY OF THE CITY OF HOUMA

SCHEDULE OF AUDIT FINDINGS
(CONTINUED)

SEPTEMBER 30, 1999

Waiting Lists

2) Oftentimes the PHA's waiting list does not have an explanation about the status of the applicant. The waiting list should note the date the applicant was contacted and the results of the contact. The Executive Director believes the applicants were contacted within the required 6 month period, but this cannot be determined from the notations on the waiting list.

Recommendation

The PHA needs to better document its monitoring of the waiting list (24 CFR section 960.204-.207). The Admissions Policy was revised in June 1999 and the PHA plans to revise it again as a part of its 5 year plan.

Reply

We will document our waiting list in accordance with the above recommendations and Code of Federal Regulations. The waiting list is accessed when units become available. Overall, we believe our waiting list is kept in accordance with HUD regulations.

Unit Inspections

3) Of the 9 tenant files reviewed, all had annual inspections with narrative comments made by PHA personnel. However, only 1 of 9 was signed and dated by the PHA inspector.

Recommendation

The annual inspections should be signed and dated by the PHA personnel.

Reply

We will comply with the above.

HOUSING AUTHORITY OF THE CITY OF HOUMA

SCHEDULE OF AUDIT FINDINGS
(CONTINUED)

SEPTEMBER 30, 1999

Comprehensive Grants Monitoring

- 4) Contractor or subcontractor labor was performed through February, 1999. The last Record of Employee Interview was performed by the PHA in October 1998. Federal Regulations require that the PHA monitoring of construction include Employee Interviews throughout the contractor period.

Recommendation

In the future, the PHA should perform the Record of Employee Interviews throughout the construction period.

Reply

We will comply with the above.

HUD Reporting

- 5) The PHA did not timely submit its data for PHAS, the Management Assessment Information required by HUD, for the year ended 9/30/99. The PHA is still attempting to enter the information on the Internet. The preliminary answers I've reviewed appear properly supported.

Recommendation

The PHA should complete the transmission and thereafter compute the PHAS in a timely-manner.

Reply

We are attempting every day to enter the necessary information into the HUD Internet system.

HOUSING AUTHORITY OF THE CITY OF HOUMA

SCHEDULE OF AUDIT FINDINGS
(CONTINUED)

SEPTEMBER 30, 1999

PHA Copies of Tenant Rental Receipts

6) A deficiency exists in the PHA's computer software rental recordings system. November 1998 will illustrate.

The computer generates a numbered computer receipt in duplicate. An accounting of all of the PHA's November 1998 tenants rental receipts was attempted. 30 individual tenant receipts were missing.

The missing receipts were listed as payments on the rental register. For example, receipt #20902 was missing, but a 11/3/98 \$376.00 payment from K. Vice was listed on the rental register, with a listed receipt #20902.

A review of the tenant receipts showed that the \$376.00 payment for #20902 was listed on the individual receipt #20903. As another example, missing receipt #20717 for \$243.00 was listed on receipt #20718.

All of the payments listed on the missing receipts for November 1998 were accounted for.

Recommendation

The PHA should continue to work with the computer software company to rectify this skipping of tenant receipts.

Reply

Our software supplier is changing from a DOS-based to a Windows-based computer system. This upgrade should rectify this problem.

HOUSING AUTHORITY OF THE CITY OF HOUMA

SCHEDULE OF AUDIT FINDINGS
(CONTINUED)

SEPTEMBER 30, 1999

Vending Machine Collections

7) Through September 1999, a PHA employee accounted for the cash collections from a Bayou Towers vending machine. Approximately \$700 to \$1500 of vending collections cash was kept in the safe through 9/30/99. The Executive Director reviewed the reasonableness of the receipts.

Recommendation

A) All vending receipts should be removed in the presence of two people. Detailed count sheets should be prepared and signed by both counters.

B) Vending Receipts should be removed at regular intervals, the first day of the month for instance. This allows a review of the reasonableness of total receipts compared for various, equal periods.

C) There was no evident reason to keep \$700 to \$1500 on hand throughout the audit year as noted above. This money should have been deposited in the bank.

Reply

Effective 10/1/99, the vending machine cash collections are controlled by the vendor. Since 10/1/99, we receive a commission check from the vendor. Another machine, a soft drink machine at Bayou Towers, has been vendor-controlled for years. Since 10/1/99, vending and soft drink machines have been added at Senators Circle. They are vendor-controlled.

At 2/14/00, we only have \$63.00 of the vending receipts on hand.

Laundry Collections

8) Laundry cash collections are reconciled to token counts. Presently, two employees count and record the cash collections. One of these also reconciles the token count to the cash collections.

Recommendation

The employee reconciling the token count should also not be not of the two employees totaling the laundry receipts. These duties should be totally separated.

Reply

We will comply with the above.

HOUSING AUTHORITY OF THE CITY OF HOUMA
 SCHEDULE OF AUDIT JOURNAL ENTRIES
 YEAR ENDED SEPTEMBER 30, 1999

FW - 1184

	<u>ACCT. # FOR AUDIT PURPOSES</u>	<u>DR</u>	<u>CR</u>	<u>ACCT. # FOR POSTING TO PHA BOOKS</u>
<1> Accumulated Depreciation	2802	47,312.28		2802
Depreciation	2900	11,828.57		2900
Accum. Deprc. - Appliances	1400 / 1465		59,140.85	1400 / 1465
Appliances	1404 / 1465	82,800.00		1404 / 1465
Unreserved fund balance	2810 / 504		82,800.00	2810 / 504

To record 300 ranges listed on the client's inventory but inadvertently left off by fee accountant.