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Louisiana Association of Museums
Baton Rouge, Louisiana
June 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 FEB 16 2000

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HAWTHORN, WAYMOUTH & CARROLL, L.L.P.

H. DANIEL CARROLL, C.P.A.
ROBERT E. WALES, C.P.A.
J. CHARLES PARKER, C.P.A.
LOUIS C. MCKNIGHT, III, C.P.A.
ANTHONY J. CRISTINA, III, C.P.A.
CHARLES R. PEVEY, JR., C.P.A.
DAVID J. BROUSSARD, C.P.A.



CERTIFIED PUBLIC ACCOUNTANTS

8555 UNITED PLAZA BLVD.
BATON ROUGE, LOUISIANA 70809
(225) 923-3000 • FAX (225) 923-3008
December 15, 1999

ROBERT B. HAWTHORN, C.P.A.
(1898-1977)
JOHN F. WAYMOUTH, C.P.A.
(1902-1987)
HOWARD V. CARROLL, C.P.A.
(1909-1983)

WARREN C. BEER, C.P.A.
RETIRED
ROBERT J. ZERNOTL, C.P.A.
RETIRED
CARL L. HANCOCK, C.P.A.
RETIRED

Accountant's Compilation Report

The Officers and Council
Louisiana Association of Museums
Baton Rouge, Louisiana

Ladies and Gentlemen:

We have compiled the accompanying statement of financial position - modified cash basis of the

**Louisiana Association of Museums
Baton Rouge, Louisiana**

as of June 30, 1999, and the related statements of activities - modified cash basis, and cash flows - modified cash basis, for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplemental schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them.

Yours truly,

Hawthorn, Waymouth & Carroll, L.L.P.

Louisiana Association of Museums
Statement of Financial Position -
Modified Cash Basis
June 30, 1999
(See Accountant's Compilation Report)

A s s e t s

Current Assets

Cash

\$15,251

Property, Plant and Equipment, net

5,322

Total assets

20,573

N e t A s s e t s

Net Assets - Unrestricted

20,573

Total net assets

20,573

Louisiana Association of Museums
Statement of Activities - Modified Cash Basis
Year Ended June 30, 1999
(See Accountant's Compilation Report)

Unrestricted

Revenue

Memberships	\$15,610
Fees and charges	10,717
Grant - Louisiana Division of the Arts	34,234
Grant - IMLS	6,100
Miscellaneous sales	<u>6,384</u>
	<u>73,045</u>

Expenditures

Annual Meeting	4,569
Salaries and benefits	18,080
Office operations	8,041
Postage	2,061
Professional fees	12,276
Printing and copying	5,372
Telephone	2,406
Travel, conference and workshops	10,470
Dues and subscriptions	150
Depreciation	<u>1,330</u>
	<u>64,755</u>

Revenue in Excess of Expenditures 8,290

Net Assets, beginning of year 12,283

Net Assets, end of year 20,573

Louisiana Association of Museums
Statement of Cash Flows - Modified Cash Basis
Year Ended June 30, 1999
(See Accountant's Compilation Report)

Cash Flows From Operating Activities	
Revenue in excess of expenditures	\$8,290
Adjustments to reconcile net income to net cash provided by operating activities	
Depreciation	<u>1,330</u>
<u>Net cash provided by operating activities</u>	<u>9,620</u>
Cash Flows From Investing Activities	
Purchase of property, plant and equipment	<u>(5,322)</u>
<u>Net cash provided by (applied to) operating activities</u>	<u>(5,322)</u>
Net Increase in Cash	4,298
Cash and Cash Equivalents	
Beginning of year	<u>10,953</u>
End of year	<u>15,251</u>

Louisiana Association of Museums
Notes to Financial Statements
June 30, 1999

Note 1-Summary of Significant Accounting Policies

A. Nature of Operations

The Association is a nonprofit organization that provides educational support to its membership of museums located in the State of Louisiana. Its primary sources of revenue are membership dues and annual meeting registration fees.

B. Basis of Accounting

The Association maintains its records using the modified cash method of accounting whereby certain revenue and the related assets are recorded when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred.

C. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

D. Property, Plant and Equipment

Property, plant and equipment are stated at cost. Depreciation is computed using straight-line and accelerated methods over the estimated useful lives of the assets. Expenditures for maintenance, repairs and minor renewals are expensed as incurred.

E. Income Taxes

The Association is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified as a public charity.

Note 2-Nonmonetary Transactions

A number of unpaid volunteers have made significant contributions of their time to develop the Association's programs. The value of these items is not reflected on the accompanying financial statements.

Louisiana Association of Museums
Notes to Financial Statements
June 30, 1999

Note 3-Property, Plant and Equipment

The following is a summary of property, plant and equipment - at cost, less accumulated depreciation:

Machinery and equipment	\$6,652
Less: accumulated depreciation	<u>(1,330)</u>
<u>Total</u>	<u><u>5,322</u></u>

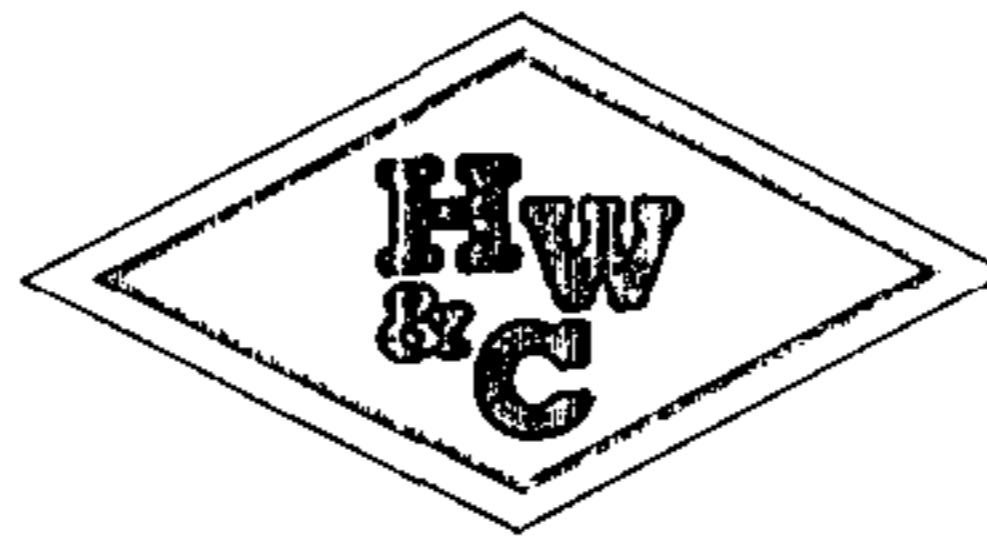
Note 4-Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use has been limited by donors to a specified time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by perpetuity. The Louisiana Association of Museums does not have any temporarily or permanently restricted net assets.

Note 5-Grant Extension

In June 1999, the grant contract between the Association and the Department of Culture, Recreation and Tourism, Office of State Museum (the State) was amended to extend the contract date through September 30, 1999. The original contract covered a period of July 1, 1998 to June 3, 1999. Subsequent to June 30, 1999, the Association incurred expenses of approximately \$10,746 relating to its 1998-1999 contract which is to be paid directly by the State. During the year, the Association incurred expenses of \$5,020 which had not been reimbursed by the State as of June 30, 1999.

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RETIRED

December 15, 1999

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

Board of Directors
Louisiana Association of Museums, Inc.
Post Office Box 4434
Baton Rouge, Louisiana 70821-4434

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of Louisiana Association of Museums, Inc., the Legislative Auditor, State of Louisiana and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Louisiana Association of Museums, Inc.'s compliance with certain laws and regulations during the year ended June 30, 1999, included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility for the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State and Local Awards

Determine the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year. Federal award expenditures for all federal programs for the fiscal year is as follows:

<u>Federal Grant Name</u>	<u>Grant Year</u>	<u>CFDA #</u>	<u>Amount</u>
Institute of Museum and Library Services	1998-2000	45-301	<u>\$6,175</u>
Total expenditures			<u>6,175</u>

For each federal, state and local award, we randomly selected six (6) disbursements from each award administered during the period under examination, provided that no more than thirty (30) disbursements would be selected.

We traced the six (6) disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the six (6) selected disbursements and found that payment was for the proper amount and made to the correct payee.

We determined if the six (6) disbursements were properly coded to the correct fund and general ledger account.

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

We determined whether the six (6) disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six (6) selected disbursements indicated the appropriate approvals.

For federal awards, we determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed.

Eligibility:

We reviewed the previously listed disbursements for eligibility requirements.

Reporting:

We reviewed the previously listed disbursements for reporting requirements.

Meetings

We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Louisiana Association of Museums, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of any Louisiana Association of Museums, Inc.'s office building. Management has asserted that such documents were not properly posted.

Comprehensive Budget

For all grants exceeding \$5,000, we determined that each applicable federal, state or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Louisiana Association of Museums, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects and plans showing specific goals and objectives that included measures of performance.

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

This report is intended solely for the use of management of Louisiana Association of Museums, Inc., Louisiana Legislative Auditor and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Yours truly,

Hawthorn, Waymouth & Carroll, L.L.P.

Nov-22-99 03:39P

P.03

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Entities)
 December 14, 1999 (Date Transmitted)

Hawthorn, Waymouth & Carroll, L.L.P.	(Auditors)
8555 United Plaza Blvd., Suite 200	
Baton Rouge, Louisiana 70809	

In connection with your compilation of our financial statements as of June 30, 1999 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of December 14, 1999 (date of completion/representation).

Federal, State, and Local Awards

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes No

Nov-22-99 03:39P

P.04

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes No

Prior Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

<u>X <i>Debra St. (Derkille)</i></u>	Secretary	<u>12/10/99</u>	Date
<u><i>Pamela K. Gills</i></u>	Treasurer	<u>12-14-99</u>	Date
<u><i>Maria Jalenak</i></u>	President	<u>12-14-99</u>	Date

LOUISIANA ASSOCIATION OF MUSEUMS

P. O. Box 4434, Baton Rouge, Louisiana 70821-4434
Phone 225.383.6800 Fax 225.383.6880 E-mail: lamuseums@aol.com

December 28, 1999

Mr. David Broussard
Hawthorn, Waymouth and Carroll, L.L.P.
8555 United Plaza Blvd., Suite 200
Baton Rouge LA 70809

Dear Mr. Broussard:

This letter is to inform you that the council members of the Louisiana Association of Museums are now aware of the open meeting law requiring that the agenda and meeting notice of each council meeting be posted on the door of the office of Louisiana Association of Museums. We have taken steps to ensure compliance for all future council meetings.

Thank you for your assistance.

Sincerely,



K. Diane Losavio
Executive Director