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HOUSING AUTHORITY OF THE CITY OF MERRYVILLE, LOUISIANA

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

TWELVE MONTHS ENDED DECEMBER 31, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 8-9-00

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION

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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 Merryville
Merryville, 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 Merryville, Louisiana at and for the year ended December 31, 1999, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Housing Authority of the City of Merryville, 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 Merryville, Louisiana as of December 31, 1999, the results of its operations, changes in its total net assets and statement of cash flows 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 December 31, 1999.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 15, 2000 on our consideration of Housing Authority of the City of Merryville's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The accompanying Financial Data Schedule and other supplementary schedules are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information had 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 as a whole.

Mike Estes, P.C.

Fort Worth, Texas
June 15, 2000

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
BALANCE SHEET - ENTERPRISE FUND
DECEMBER 31, 1999

FW - 1255

Assets

Current assets

Cash - Exhibit F	\$ 41,913.00
Investments	10,171.00
Accounts receivable - tenants, net of allowance for bad debts, \$1,608	2,945.00
Prepaid insurance	4,380.00
Total current assets	<u>59,409.00</u>

Fixed Assets

Land	1,565,959.00
Buildings	1,726,729.00
Furniture, equipment & machinery	112,479.00
	<u>3,405,167.00</u>
Less: Accumulated depreciation	1,100,883.00
Net fixed assets	<u>2,304,284.00</u>

Total assets	\$ <u>2,363,693.00</u>
---------------------	-------------------------------

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
BALANCE SHEET - ENTERPRISE FUND BASIS
DECEMBER 31, 1999

FW - 1255

Liabilities

Current liabilities

Tenant's security deposits	\$	5,966.00
Accounts payable - other		6,326.00
Accrued wages, compensated absences		769.00

Total current liabilities		13,061.00
----------------------------------	--	-----------

Fund equity

Net HUD contributions		2,304,144.00
-----------------------	--	--------------

Total contributed capital		2,304,144.00
----------------------------------	--	--------------

Retained earnings - Exhibit B		46,488.00
-------------------------------	--	-----------

Total Net Assets		2,350,632.00
-------------------------	--	--------------

Total Liabilities and Net Assets	\$	2,363,693.00
---	----	--------------

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
NET ASSETS - ENTERPRISE FUND
YEAR ENDED DECEMBER 31, 1999

FW - 1255

Revenues

Tenant revenue	\$ 72,285.00
HUD subsidy - Low Rent	92,303.00
HUD CIAP soft costs grant	14,252.00
Interest income	171.00
Other revenue	20,829.00

Total Operating Revenue	199,840.00
--------------------------------	-------------------

Operating expenses

Administrative	38,866.00
Utilities	42,580.00
Maintenance	90,516.00
General expense	25,933.00
Depreciation	79,872.00
CIAP soft costs	14,252.00

Total operating expenses	292,019.00
---------------------------------	-------------------

Net operating loss	(92,179.00)
---------------------------	--------------------

Retained earnings (operating reserve), 12/31/98	62,503.00
---	-----------

Add: HUD - REAC prior year GAAP adjustments	76,164.00
---	-----------

Retained earnings, 12/31/99	\$ 46,488.00
------------------------------------	---------------------

Net HUD contribution, 12/31/98	3,468,138.00
--------------------------------	--------------

Current year addition and REAC adjustments	(1,163,994.00)
--	----------------

Net HUD contribution, 12/31/99	2,304,144.00
--------------------------------	--------------

Total Net Assets, 12/31/99 - Exhibit A	\$ 2,350,632.00
---	------------------------

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
STATEMENT OF CASH FLOWS - ENTERPRISE FUND
YEAR ENDED DECEMBER 31, 1999

FW - 1255

Cash flows from operating activities:

Tenant revenue	\$ 72,285.00
Other operating revenue	20,829.00
Operating expenses	<u>(292,019.00)</u>
Net cash (used) in operating activities	<u>(198,905.00)</u>

Cash flows from noncapital financing activities

Operating subsidies received	<u>106,555.00</u>
Net cash provided by noncapital financing activities	<u>106,555.00</u>

Cash flows from capital and related financing activities

HUD CIAP hard cost advances	81,449.00
Equipment and CIAP additions	<u>80,758.00</u>
Net cash provided (required) by capital and financing activities	<u>691.00</u>

Cash flows from investing activities

Interest income	<u>171.00</u>
Net cash provided (used) from investing activities	\$ <u><u>171.00</u></u>

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
 STATEMENT OF CASH FLOWS - ENTERPRISE FUND (continued)
 YEAR ENDED DECEMBER 31, 1999

EW - 1255

Adjustments

Depreciation		62,053.00
NET HUD - REAC adjustments - noncash		26,925.00
Changes in assets and liabilities:		
Increase in accounts receivable	\$	(1,637.00)
Decrease in prepaid insurance		52.00
Decrease in accrued pilot		(1,904.00)
Increase in accrued wages and payroll taxes		769.00
Increase in security deposits		5,966.00
Decrease in deferred credits		(125.00)
Increase in accounts payable		2,082.00
Total adjustments		<u>94,181.00</u>
Change in cash and equivalents		2,693.00
Cash and equivalents beginning of year		<u>49,391.00</u>
Cash and equivalents end of year - Exhibit A	\$	<u>52,084.00</u>

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
COMPARISON OF ACTUAL HUD REVENUE AND
EXPENSES TO HUD BUDGETED
YEAR ENDED DECEMBER 31, 1999

FW - 1255

	HUD Budget	Actual	Over (Under) Budget
	<u> </u>	<u> </u>	<u> </u>
Revenues			
Tenant revenue	\$ 102,970.00	\$ 72,285.00	\$ (30,685.00)
HUD subsidy - Low Rent	92,303.00	92,303.00	0.00
HUD CIAP soft costs grant	14,252.00	14,252.00	0.00
Interest income	1,420.00	171.00	(1,249.00)
Other revenue	2,700.00	20,829.00	18,129.00
Total operating revenue	<u>213,645.00</u>	<u>199,840.00</u>	<u>(13,805.00)</u>
Operating expenses			
Administration, net of CIAP soft cost	36,870.00	38,866.00	1,996.00
Utilities	50,020.00	42,580.00	(7,440.00)
Maintenance	73,630.00	90,516.00	16,886.00
General expense	35,500.00	25,933.00	(9,567.00)
Depreciation	0.00	79,872.00	79,872.00
CIAP soft costs	14,252.00	14,252.00	0.00
Total operating expenses	<u>\$ 210,272.00</u>	<u>\$ 292,019.00</u>	<u>\$ 81,747.00</u>
Excess (deficient) revenues	3,373.00	(92,179.00)	(95,552.00)
Add:			
Depreciation - not budgeted by HUD	0.00	79,872.00	79,872.00
Deduct:			
Capital expenditures - budgeted by HUD	<u>4,080.00</u>	<u>3,708.00</u>	<u>(372.00)</u>
Excess (deficiency) of budgeted revenues over expenses	<u>\$ (707.00)</u>	<u>\$ (16,015.00)</u>	<u>\$ (15,308.00)</u>

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999

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

The Housing Authority of Merryville, 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. The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of the City of Merryville, Louisiana. 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 December 31, 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 MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

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

(2) Change in Accounting Principle

For the year ended December 31, 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.

The PHA elected to close depreciation on contributed assets to contributed capital. Using this "addback" option, the full amount of depreciation is still reported on the income statement, and reduces the net income reported.

REAC suggests that soft costs from development and modernization be deleted from fixed assets and charged to HUD Capital Contributions.

REAC also allows PHA's to reclassify outstanding debt owed to Contributed Capital.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

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

Retained earnings has been restricted for the following prior period adjustments: depreciation, soft costs and accrued leave.

(3) Budgetary Data

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

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 MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 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.

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 December 31, 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 MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS (continued)

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

Total Bank Balance	Category		
	1	2	3
\$ <u>52,084</u>	\$ <u>52,084</u>	\$ <u> </u>	\$ <u> </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 December 31, 1999, the PHA was managing 88 units of low-rent in two projects under Program FW - 1255.

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 MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 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

	12/31/99 Cost	12/31/98 Accumulated Depreciation	Current Depreciation	12/31/99 Accumulated Depreciation
Land	\$ 1,565,959			
Buildings and Improvements	1,726,729	923,157	73,657	996,814
Equipment	112,479	97,854	6,215	104,069
	<u>\$ 3,405,167</u>	<u>1,021,011</u>	<u>79,872</u>	<u>1,100,883</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.

NOTE F - LONG-TERM DEBT

As noted in Note A, long-term debt owed to HUD has been closed to HUD Contributed Capital. For the year ended December 31, 1999, Housing Agency bonds outstanding of \$ 113,545 were closed to capital contributions.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE G 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.

NOTE H - 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 I - 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.

NOTE J - COMPENSATED ABSENCES

Employees earn annual leave based upon years of service, and may accrue up to 300 hours. Sick time is earned but not accrued since it is dependent upon a future event. Upon termination all accrued vacation time is paid. At 9/30/99 the PHA had a liability of \$769.00 . Of the aforementioned amount, \$ 0.00 pertained to the prior year. Only the \$ 769.00 increase is recognized as a current year expense in these financial statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE K - FUND EQUITY AND RETAINED EARNINGS

As a result of changing from the HUD statutory method of accounting to the enterprise fund-type of proprietary accounting, 12/31/98 fund equity and 12/31/98 retained earnings have been restated. Prior period adjustments were for accumulated depreciation and soft costs .

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

STATEMENT AND CERTIFICATION OF ACTUAL MODERNIZATION COST

ANNUAL CONTRIBUTION CONTRACT

FW - 1255

1. The Actual Modernization Costs are as follows:

	<u>Project 1995</u>	<u>Project 1997</u>
Funds Approved	\$ 306,600.00	\$ 250,000.00
Funds Expended	<u>306,600.00</u>	<u>250,000.00</u>
Excess of Funds Approved	<u>0.00</u>	<u>0.00</u>
Funds Advanced	\$ 306,600.00	\$ 250,000.00
Funds Expended	<u>306,600.00</u>	<u>250,000.00</u>
Excess of Funds Advanced	<u>0.00</u>	<u>0.00</u>

2. The distribution of costs by project as shown on the Final Statements of Modernization Costs dated 4/20/99 and 9/3/99 accompanying the Actual Modernization Costs Certificates submitted to HUD for approval are 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 MERRYVILLE
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

DECEMBER 31, 1999

CASH BASIS

	Project 1999 <hr style="border-top: 1px solid black;"/>
Funds Approved	\$ 166,152.00
Funds Expended	<hr style="border-top: 1px solid black;"/> 16,615.00
Excess of Funds Approved	<hr style="border-top: 1px solid black;"/> <u>149,537.00</u>
Funds Advanced	\$ 16,615.00
Funds Expended	<hr style="border-top: 1px solid black;"/> 16,615.00
Excess of Funds Advanced	<hr style="border-top: 1px solid black;"/> <u>\$ 0.00</u>

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
 ANALYSIS OF GENERAL FUND CASH BALANCE
 ANNUAL CONTRIBUTION CONTRACT
FW - 1255

Composition Before Adjustments	
Net operating receipts retained:	
Retained earnings - Exhibit B	\$ 46,488.00
	<u>46,488.00</u>
Adjustments	
Expenses/costs not paid:	
Current Liabilities	12,921.00
Income not received:	
Accounts receivable	<u>(2,945.00)</u>
General Fund Cash Available	56,464.00
General Fund Cash:	
Invested	(10,171.00)
Applied to deferred charges (prepaid insurance, inventories, etc.)	<u>(4,380.00)</u>
General Fund Cash - Exhibit A	<u><u>41,913.00</u></u>

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 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 - 1255	92,303.00
Major Program Total			<u>92,303.00</u>
Comprehensive			
Improvement			
Assistance Program			
Major Program Total			<u>95,701.00</u>
 Total HUD			 \$ <u><u>188,004.00</u></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

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 Government Auditing Standards

Housing Authority of the
City of Merryville
Merryville, Louisiana

We have audited the financial statements of the Housing Authority of the City of Merryville, Louisiana as of and for the year ended December 31, 1999, and have issued our report thereon dated June 15, 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, and provisions of the Louisiana Governmental Audit Guide.

Compliance

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Merryville, Louisiana's financial statements fare 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 a 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 four instances of noncompliance that are required to be reported under *Government Auditing Standards*, or the Louisiana Governmental Audit Guide. They are noted as the first four audit findings.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the City of Merryville, 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
June 15, 2000

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

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

DECEMBER 31, 1999

Prior Audit Findings and Questioned Costs

There were no prior audit findings.

Current Audit Findings

Utility Allowances

1) HUD requires that the PHA must review utility rate data for each utility category each year and must adjust its utility allowance schedule if there has been a rate change of 10% or more for any utility category (24CFR Section 982.517). There is no evidence this was done in 1999.

Recommendation

The PHA should review its utility rates and document this review. If required, the utility allowances should be revised.

Reply

We will comply with the above.

Annual Inspections

2) In the six tenant files I reviewed, there were no annual inspection forms prepared in 1999. HUD requires that documented, annual physical inspections be performed.

Recommendation

Physical inspection forms should be available for third party review.

Reply

I was hired as the new Executive Director on January 5, 2000, after the audit year end. It is to my understanding that annual, physical inspections were performed but were stored separately. In the future, we will keep them in the tenant files.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(CONTINUED)

DECEMBER 31, 1999

Current Audit Findings (continued)

Tenant Files

3) Of the six tenant files I reviewed, two had a lease unsigned by the tenant and a third had no lease altogether.

Recommendation

All tenant files should have a copy of the lease signed by both the tenant and the PHA.

Reply

We will comply with the above in the future.

PHAS

4) The PHA did not have the information to support PHMAP answers for Indicator #1, Component 1e (V10400), Component #2a (V124), Component 2d (V127), 2f (V129) or g (V130).

Recommendation

The current Executive Director was hired on January 2000. She seemed knowledgeable about PHAS. I advised her to keep all her PHAS workpaper calculations in the future. The answers on the 9/30/99 PHAS appear reasonable.

Reply

I will comply with the above.