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VILLAGE OF COLLINSTON, LOUISIANA

FINANCIAL REPORT
(Compiled)

AND

REPORT ON APPLYING AGREED-UPON PROCEDURES

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 MAY 24 2000

HILL, INZINA & COMPANY

Certified Public Accountants • A Professional Corporation
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HILL, INZINA & COMPANY

ACCOUNTANT'S COMPILATION REPORT

Honorable Robert Stewart, Mayor,
and Members of the Board of Aldermen
Village of Collinston, Louisiana

We have compiled the accompanying general-purpose financial statements of Village of Collinston, Louisiana, as of and for the year ended December 31, 1999, and the accompanying supporting schedule, which is presented only for additional analysis, 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 supporting schedules information that is the representation of Village of Collinston, Louisiana. We have not audited or reviewed the accompanying financial statements and supporting schedule and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Village's assets and other debits, liabilities, equity and other credits, revenues, and expenditures/expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Hill, Inzina & Co.

February 29, 2000

GENERAL-PURPOSE FINANCIAL STATEMENTS

(COMBINED STATEMENTS)

VILLAGE OF COLLINSTON, LOUISIANA

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1999

	<u>Governmental Fund Types</u>	
ASSETS AND OTHER DEBITS	<u>General</u>	<u>Debt Service</u>
Assets:		
Cash	\$ 14,213	\$ 14,805
Investment	5,000	-
Receivables:		
Taxes	6,165	5,260
Accounts	-	-
Due from other funds	26,030	8,316
Due from other governments	507	-
Restricted assets:		
Cash	-	-
Due from other funds	-	-
Fixed assets (net)	-	-
Other debits:		
Amount available in Debt Service Funds	-	-
Amount to be provided for retirement of general long- term debt	-	-
	<hr/>	<hr/>
Total assets and other debits	<u>\$ 51,915</u>	<u>\$ 28,381</u>

Proprietary Fund Type	Account Groups		Totals - (Memorandum Only)
	General Fixed Assets	General Long-Term Debt	
<u>Enterprise</u>			
\$ 9,199	\$ -	\$ -	\$ 38,217
-	-	-	5,000
-	-	-	11,425
6,924	-	-	6,924
30	-	-	34,376
-	-	-	507
31,531	-	-	31,531
3,944	-	-	3,944
348,860	392,187	-	741,047
-	-	27,919	27,919
-	-	6,081	6,081
<u>\$ 400,488</u>	<u>\$ 392,187</u>	<u>\$ 34,000</u>	<u>\$ 906,971</u>

(continued)

VILLAGE OF COLLINSTON, LOUISIANA

COMBINED BALANCE SHEET -
ALL FUND TYPES AND ACCOUNT GROUPS (Continued)
December 31, 1999

	<u>Governmental Fund Types</u>	
	<u>General</u>	<u>Debt Service</u>
LIABILITIES, EQUITY AND OTHER CREDITS		
Liabilities:		
Accounts payable	\$ 5,286	\$ -
Accrued expenses	344	-
Due to other funds	10,174	462
Revenue anticipation note payable	4,708	-
Payable from restricted assets:		
Customers' deposits	-	-
Due to other funds	-	-
Revenue bonds payable - current	-	-
Accrued interest payable	-	-
Revenue bonds payable - net of current portion	-	-
General obligation bonds payable	-	-
Total liabilities	<u>\$ 20,512</u>	<u>\$ 462</u>
Equity and other credits:		
Contributed capital	\$ -	\$ -
Investment in general fixed assets	-	-
Retained earnings:		
Reserved for revenue bond retirement and customers' deposits	-	-
Unreserved (deficit)	-	-
Fund balances:		
Reserved for debt service	-	27,919
Unreserved and undesignated	<u>31,403</u>	<u>-</u>
Total equity and other credits	<u>\$ 31,403</u>	<u>\$ 27,919</u>
 Total liabilities, equity and other credits	 <u>\$ 51,915</u>	 <u>\$ 28,381</u>

See accountant's compilation report.

Proprietary Fund Type	<u>Account Groups</u>		Totals - (Memorandum Only)
	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	
<u>Enterprise</u>			
\$ 1,918	\$ -	\$ -	\$ 7,204
372	-	-	716
22,708	-	-	33,344
-	-	-	4,708
9,720	-	-	9,720
4,976	-	-	4,976
3,000	-	-	3,000
1,370	-	-	1,370
70,000	-	-	70,000
-	-	34,000	34,000
<u>\$ 114,064</u>	<u>\$ -</u>	<u>\$ 34,000</u>	<u>\$ 169,038</u>
\$ 440,000	\$ -	\$ -	\$ 440,000
-	392,187	-	392,187
16,362	-	-	16,362
(169,938)	-	-	(169,938)
-	-	-	27,919
-	-	-	31,403
<u>\$ 286,424</u>	<u>\$ 392,187</u>	<u>\$ -</u>	<u>\$ 737,933</u>
<u>\$ 400,488</u>	<u>\$ 392,187</u>	<u>\$ 34,000</u>	<u>\$ 906,971</u>

VILLAGE OF COLLINSTON, LOUISIANA

COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES
Year Ended December 31, 1999

	<u>General</u>	<u>Debt Service</u>	Totals - (Memorandum Only)
Revenues:			
Taxes	\$ 22,901	\$ 7,753	\$ 30,654
Licenses and permits	15,705	-	15,705
Intergovernmental	27,389	-	27,389
Fines and forfeitures	4,765	-	4,765
Charges for services	6,500	-	6,500
Interest and miscellaneous	5,599	235	5,834
	<u>\$ 82,859</u>	<u>\$ 7,988</u>	<u>\$ 90,847</u>
Expenditures:			
Current:			
General government	\$ 22,418	\$ -	\$ 22,418
Public safety	35,324	-	35,324
Debt service:			
Principal retirement	-	2,000	2,000
Interest	605	1,800	2,405
Capital outlay	950	-	950
	<u>\$ 59,297</u>	<u>\$ 3,800</u>	<u>\$ 63,097</u>
Excess of revenues over expenditures	\$ 23,562	\$ 4,188	\$ 27,750
Other financing sources (uses):			
Operating transfers in (out)	<u>(14,023)</u>	<u>-</u>	<u>(14,023)</u>
Excess of revenues and other financing sources (uses) over expenditures	\$ 9,539	\$ 4,188	\$ 13,727
Fund balances - beginning	<u>21,864</u>	<u>23,731</u>	<u>45,595</u>
Fund balances - ending	<u>\$ 31,403</u>	<u>\$ 27,919</u>	<u>\$ 59,322</u>

See accountant's compilation report.

VILLAGE OF COLLINSTON, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 BUDGET AND ACTUAL - GOVERNMENTAL FUND TYPE - GENERAL FUND
 Year Ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable <u>(Unfavorable)</u>
Revenues:			
Taxes	\$ 17,900	\$ 22,901	\$ 5,001
Licenses and permits	16,400	15,705	(695)
Intergovernmental	18,775	27,389	8,614
Fines and forfeitures	3,925	4,765	840
Charges for services	4,800	6,500	1,700
Interest and miscellaneous	1,090	5,599	4,509
	<u>\$ 62,890</u>	<u>\$ 82,859</u>	<u>\$ 19,969</u>
Expenditures:			
Current:			
General government	\$ 27,165	\$ 22,418	\$ 4,747
Public safety	45,985	35,324	10,661
Debt service:			
Interest	700	605	95
Capital outlay	-	950	(950)
	<u>\$ 73,850</u>	<u>\$ 59,297</u>	<u>\$ 14,553</u>
Excess (deficiency) of revenues over expenditures	\$(10,960)	\$ 23,562	\$ 34,522
Other financing sources (uses):			
Operating transfers in (out)	-	(14,023)	(14,023)
Excess (deficiency) of revenues and other financing sources (uses) over expenditures	\$(10,960)	\$ 9,539	\$ 20,499
Fund balance - beginning	<u>21,864</u>	<u>21,864</u>	<u>-</u>
Fund balance - ending	<u>\$ 10,904</u>	<u>\$ 31,403</u>	<u>\$ 20,499</u>

See accountant's compilation report.

VILLAGE OF COLLINSTON, LOUISIANA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS -
 PROPRIETARY FUND TYPE - ENTERPRISE FUND
 Year Ended December 31, 1999

Operating revenues:	
Water and sewer fees	\$ <u>81,402</u>
Expenses:	
Contract Labor	170
Depreciation	16,090
Dues	269
Insurance	3,345
Interest	3,785
Legal and accounting	7,173
Office and postage	2,153
Repairs and maintenance	16,013
Salaries and payroll taxes	24,419
Supplies	2,447
Telephone	535
Travel and meetings	332
Utilities	<u>11,392</u>
	<u>\$ 88,123</u>
Operating income (loss)	\$(6,721)
Nonoperating revenues:	
Interest and miscellaneous	<u>2,125</u>
Income (loss) before operating transfers	\$(4,596)
Operating transfers in	<u>14,023</u>
Net income	\$ 9,427
Retained earnings (deficit) - beginning	<u>(163,003)</u>
Retained earnings (deficit) - ending	<u><u>\$(153,576)</u></u>

See accountant's compilation report.

VILLAGE OF COLLINSTON, LOUISIANA

STATEMENT OF CASH FLOWS -
 PROPRIETARY FUND TYPE - ENTERPRISE FUND
 Year Ended December 31, 1999

CASH FLOWS FROM OPERATING ACTIVITIES

Operating income (loss)	\$(6,721)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	16,090
(Increase) decrease in accounts receivable	79
(Increase) decrease in restricted assets	(4,099)
Increase (decrease) in accounts payable	485
Increase (decrease) in accrued expenses	242
Increase (decrease) in liabilities payable from restricted assets	<u>3,285</u>
Net cash provided by operating activities	<u>\$ 9,361</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest and miscellaneous revenues	<u>\$ 2,125</u>
-------------------------------------	-----------------

CASH FLOWS FROM CAPITAL AND RELATED FINANCING
 ACTIVITIES

Repayment of revenue bonds	\$(3,000)
Purchase of assets	<u>(20,844)</u>
Net cash flows provided (used) by capital and related financing activities	<u>\$(23,844)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Operating transfers in	<u>\$ 14,023</u>
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Net increase in cash	\$ 1,665
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CASH - beginning	<u>7,534</u>
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CASH - ending	<u><u>\$ 9,199</u></u>
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See accountant's compilation report.

SUPPORTING SCHEDULE

VILLAGE OF COLLINSTON, LOUISIANA

SCHEDULE OF MAYOR AND BOARD OF ALDERMEN COMPENSATION
Year Ended December 31, 1999

Robert Stewart, Mayor	\$	840
Rector Hopgood, Alderman		480
Nancy Carroll, Alderman		480
James Fontenot, Alderman		<u>480</u>
Total compensation	\$	<u>2,280</u>

See accountant's compilation report.

HILL, INZINA & COMPANY

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Robert Stewart, Mayor,
and Members of the Board of Aldermen
Village of Collinston, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Village of Collinston, Louisiana, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village's compliance with certain laws and regulations during the year ended December 31, 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 of 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.

Our applied procedures, together with any findings, follow:

Public Bid Law

1. Select all expenditures, if any, made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).
 - Our review of expenditure totals and cash disbursement journals revealed no individual expenditure for materials and supplies exceeding \$15,000 and no individual expenditure for public works exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101- 1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

3. Obtain from management a listing of all employees paid during the period under examination.
4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.
 - Management provided the required information. The employees included on the employee listing provided by management in agreed-upon procedure (3) did not appear on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.
6. Trace the budget adoption and amendments to the minute book.
7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceeded budgeted amounts by 5% or more.
 - Management provided a copy of the original budget. No amendments were made to the budget during the year. We traced the adoption of the original budget to the minutes of a meeting held on March 9, 1999.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and (a) trace payments to supporting documentation as to proper amount and payee; (b) determine if payments were properly coded to the correct fund and general ledger account; and (c) determine whether payments received approval from proper authorities.
 - We examined supporting documentation for each of the six selected disbursements and found that the payments were for the proper amounts and made to the correct payees; were properly coded to the correct fund and general ledger accounts; and received approval from the Board of Commissioners.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).
 - o The Village is only required to post a notice of each meeting and the accompanying agenda at the Village's meeting location. Management has asserted that such documents were properly posted.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.
 - o We reviewed the detail general ledger for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.
 - o A reading of the minutes for the Village for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

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 Village of Collinston, Louisiana, and the Legislative Auditor, State of Louisiana, 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.

Hill, Morgan & Co.
February 29, 2000

LOUISIANA ATTESTATION QUESTIONNAIRE

December 14, 1999 (Date Transmitted)

Hill, Inzina & Co.
Certified Public Accountants
P. O. Box 631
Bastrop, LA 71221-0631

In connection with your compilation of our financial statements as of December 31, 1999, and for the year 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 regulations 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).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of administration, State Purchasing Office.

Yes [] No [x]

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No [x]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No [x]

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No [x]

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No [x]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No [x]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No [x]

Meetings

We have complied with the provisions of the Open Meetings Law, provided in LSA-RS 42:1 through 42:12.

Yes [] No [x]

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution and LSA-RS 39:1410.60-1410.65.

Yes [] No [x]

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138 and AG Opinion 79-729.

Yes [] No [x]

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 foregoing 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 acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Bob Stewart Mayor 12-14-99 Date
Flora Hicks Clerk 12-14-99 Date

VILLAGE OF COLLINSTON, LOUISIANA

MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
Year Ended December 31, 1999

We have compiled the general-purpose financial statements of Village of Collinston, Louisiana, as of and for the year ended December 31, 1999, and have issued our report thereon dated February 29, 2000. We conducted our compilation in accordance with *Statements on Standards for Accounting and Review Services*, issued by the American Institute of Certified Public Accountants.

Section I - Agreed-Upon Procedures

1999-1 Budgeting (initial citing)

Finding: The 1999 budget for the General Fund was not formally adopted by the Board of Commissioners until March 9, 1999.

Management's corrective action plan: The proposed budget will be completed and submitted to the Board of Commissioners and made available for public inspection no later than fifteen days prior to the beginning of each fiscal year. All action necessary to adopt and finalize the budget will be completed prior to year end.

Contact person: Mayor Robert Stewart

Anticipated completion date: Completion and submission of the 2000 budget for the General Fund will be timely.

Section II - Management Letter

None issued.

VILLAGE OF COLLINSTON, LOUISIANA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
Year Ended December 31, 1999

Section I - Agreed-Upon Procedures

1998-1 Public Bid Law

The provisions of the public bid law should be complied with.

No longer applicable.

1998-2 Budgeting

Amendments to the budget should be adopted when actual expenditures plus projected expenditures to year end will exceed budgeted expenditures by 5% or more.

No longer applicable.

Section II - Management Letter

None issued.