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HOUSING AUTHORITY OF THE TOWN OF DELHI, 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 MAY 2 4 2000

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION

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MEMBER
AMERICAN BOARD CERTIFIED
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Independent Auditor's Report

Board of Commissioners
Housing Authority of the
Town of Delhi
Delhi, 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 Town of Delhi, 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 Town of Delhi, 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 Town of Delhi, Louisiana as of December 31, 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 December 31, 1999.

In accordance with Government Auditing Standards, we have also issued a report dated May 3, 2000 on our consideration of Housing Authority of the Town of Delhi'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 performed for the purpose of forming an opinion on the general-purpose financial statements of the Housing Authority of the Town of Delhi, taken as a whole. The accompanying supplementary schedules are presented for purposes of additional analysis, and are 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, are 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

May 3, 2000

HOUSING AUTHORITY OF THE TOWN OF DELHI
BALANCE SHEET - ENTERPRISE FUND
DECEMBER 31, 1999

EW-114CE

Assets

Current assets

Cash - Exhibit G \$ 34,861.00
Investments 10,931.00

Total current assets 45,792.00

Fixed Assets

Furniture, equipment & machinery 350.00
350.00

Less: Accumulated depreciation 350.00

Net fixed assets 0.00

Total assets \$ 45,792.00

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

HOUSING AUTHORITY OF THE TOWN OF DELHI
BALANCE SHEET - ENTERPRISE FUND BASIS
DECEMBER 31, 1999

FW-114CE

Liabilities

Current liabilities	
Accounts payable - HUD	5,719.00
Accounts payable - other	8.00
	5,727.00
Fund equity	
Net HUD contributions	0.00
	0.00
Retained earnings - Exhibit B	40,065.00
	40,065.00
Total Liabilities and Equity	\$ 45,792.00

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

HOUSING AUTHORITY OF THE TOWN OF DELHI
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
RETAINED EARNINGS - ENTERPRISE FUND
YEAR ENDED DECEMBER 31, 1999

FW-114CE

Revenues

HUD subsidy - Section 8	\$	81,001.00
Interest income		781.00
		<hr/>
Total Operating Revenue		81,782.00
		<hr/>
Operating expenses		
Administrative		16,684.00
HAP payments		63,930.00
		<hr/>
Total operating expenses		80,614.00
		<hr/>
Net operating income		1,168.00
		<hr/>
Retained earnings (operating reserve), 9-30-98		39,385.00
Deduct: HUD - REAC prior year GAAP adjustments		(488.00)
		<hr/>
Retained earnings, 9-30-99	\$	40,065.00
		<hr/>
Net HUD contribution, 9-30-98		7,672.00
Current year addition and REAC adjustments		(7,672.00)
		<hr/>
Net HUD contribution, 9-30-99		0.00
		<hr/>
Total Equity, 9-30-99 - Exhibit A	\$	40,065.00
		<hr/> <hr/>

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

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

FW-114CE

Cash flows from operating activities:

Operating expenses	\$	<u>(80,614.00)</u>
Net cash (used) in operating activities		<u>(80,614.00)</u>

Cash flows from noncapital financing activities

Operating subsidies received		<u>81,001.00</u>
Net cash provided by noncapital financing activities		<u>81,001.00</u>

Cash flows from investing activities

Interest income		<u>781.00</u>
Net cash provided (used) from investing activities	\$	<u><u>781.00</u></u>

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

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

FW-114CE

Adjustments

NET HUD - REAC adjustments - noncash		84.00
Changes in assets and liabilities:		
Decrease in accounts receivable	\$	3,801.00
Decrease in accounts payable		<u>(3,553.00)</u>
Total adjustments		<u>332.00</u>
Change in cash and equivalents		1,500.00
Cash and equivalents beginning of year		<u>44,292.00</u>
Cash and equivalents end of year - Exhibit A	\$	<u>45,792.00</u>

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

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

FW -114CE

	<u>HUD Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Revenues			
HUD subsidy - Section 8	\$ 86,720.00	81,001.00	(5,719.00)
Interest income	0.00	781.00	781.00
Total operating revenue	<u>86,720.00</u>	<u>81,782.00</u>	<u>(4,938.00)</u>
Operating expenses			
Administration	17,540.00	16,684.00	(856.00)
HAP payments	69,180.00	63,930.00	(5,250.00)
Total operating expenses	<u>\$ 86,720.00</u>	<u>\$ 80,614.00</u>	<u>\$ (6,106.00)</u>
Excess (deficient) revenues	0.00	1,168.00	1,168.00
Add:			
Depreciation - not budgeted by HUD	0.00	0.00	0.00
Deduct:			
Capital expenditures - budgeted by HUD	0.00	0.00	0.00
Excess (deficiency) of budgeted revenues over expenses	<u>\$ 0.00</u>	<u>\$ 1,168.00</u>	<u>\$ 1,168.00</u>

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

HOUSING AUTHORITY OF THE TOWN OF DELHI

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999

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

The Housing Authority of Delhi, 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 Mayor of the Town of Delhi, 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 TOWN OF DELHI

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.

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 TOWN OF DELHI

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

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

The amount of the December 31, 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 TOWN OF DELHI

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.

(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 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 TOWN OF DELHI

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 Balances	Category		
	1	2	3
\$ <u>45,792</u>	\$ <u>45,792</u>	\$ <u> </u>	\$ <u> </u>

NOTE C - ACTIVITIES OF THE PHA

At December 31, 1999, the PHA was managing 40 units of Section 8 Existing under Program FW -114CE. The Program was initially a leased program and surplus accounts have been transferred to Section 8 Existing.

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.

NOTE E - FIXED ASSETS

Depreciation has been calculated over 5 years for equipment

	09/30/99 Cost	09/30/98 Accumulated Depreciation	Current Depreciation	09/30/99 Accumulated Depreciation
Equipment	\$ <u>350.00</u>	<u>350.00</u>	<u>0.00</u>	<u>350.00</u>
	\$ <u>350.00</u>	<u>350.00</u>	<u>0.00</u>	<u>350.00</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 TOWN OF DELHI

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE F - 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 G - 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 TOWN OF DELHI
 COMPUTATION OF ANNUAL CONTRIBUTIONS EARNED AND
 PROJECT ACCOUNT - OPERATING RESERVE CHANGES
 HOUSING ASSISTANCE PAYMENTS PROGRAM

ANNUAL CONTRIBUTION CONTRACT
FW - 114 CE

Maximum Contribution Available	
Maximum annual contribution authorized	\$ 109,828.00
Project account at beginning of fiscal year	175,969.88
Other adjustments	536.12
Recapture	<u>(150,919.00)</u>
Total Annual Contribution Available	<u>135,415.00</u>
Annual Contribution Required	
Housing assistance payments	63,930.00
Administrative fee	16,295.00
IPA costs	1,030.00
	<u>81,255.00</u>
Project receipts other than annual contribution	<u>254.00</u>
Total Contribution Required	<u>81,001.00</u>
Excess in Annual Contribution Available	<u>54,414.00</u>
Year-end Settlement	
Annual contribution due for fiscal year	81,001.00
Total partial payments received by PHA for fiscal year	<u>(86,720.00)</u>
(Over) Under Payment Due (HUD) PHA	<u>(5,719.00)</u>

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

HOUSING AUTHORITY OF THE TOWN OF DELHI

COMPUTATION OF ANNUAL CONTRIBUTIONS EARNED AND
PROJECT ACCOUNT - OPERATING RESERVE CHANGES
HOUSING ASSISTANCE PAYMENTS PROGRAMANNUAL CONTRIBUTION CONTRACT
FW - 114 CE

Status of Project Account

Project account balance at the beginning of fiscal year	\$ 175,969.88
Increase (decrease) during fiscal year	28,827.00
Other adjustments	536.12
Recapture	<u>(150,919.00)</u>
	<u>54,414.00</u>

Provision for Operating Reserve

Operating receipts	
Interest earned on general fund uninvestments	526.96
Interest earned on operating reserve investments	253.58
Annual contributions earned	<u>81,001.00</u>
	<u>81,781.54</u>

Operating Expenditures

Operating expenses - Exhibit B	<u>80,613.91</u>
	<u>80,613.91</u>

Residual receipts (deficit) before provision for operating reserve

1,167.63

Audit adjustments - backed out

(Provision for) reduction of operating reserve

(1,167.63)

Residual receipts (deficit) per PHA

\$ 0.00

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

HOUSING AUTHORITY OF THE TOWN OF DELHI
 ANALYSIS OF GENERAL FUND CASH BALANCE
 ANNUAL CONTRIBUTION CONTRACT
FW-114CE

Composition Before Adjustments	
Net operating receipts retained:	
Retained earnings - Exhibit B	\$ <u>40,065.00</u>
	40,065.00
Adjustments	
Expenses/costs not paid:	
Accounts payable	<u>5,727.00</u>
General Fund Cash Available	45,792.00
General Fund Cash:	
Invested	<u>(10,931.00)</u>
General Fund Cash - Exhibit A	<u><u>34,861.00</u></u>

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

HOUSING AUTHORITY OF THE TOWN OF DELHI
 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:			
Section 8 Hap -			
Certificates	14.857	FW -114CE	80,614.00
Major Program Total			<u>80,614.00</u>
Total HUD			\$ <u><u>80,614.00</u></u>

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

Housing Authority of the
Town of Delhi
Delhi, Louisiana

We have audited the financial statements of the Housing Authority of the Town of Delhi, Louisiana as of and for the year ended December 31, 1999, and have issued our report thereon dated May 3, 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 Town of Delhi, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*, or the Louisiana Governmental Audit Guide.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the Town of Delhi, 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
May 3, 2000

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

HOUSING AUTHORITY OF THE TOWN OF DELHI
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 1999

Prior Audit Findings and Questioned Costs

There were no prior audit findings.

Current Audit Findings

Questioned
Costs

None.