

TOWN OF SPRINGFIELD, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS,
ACCOUNTANTS' COMPILATION REPORT, ADDITIONAL INFORMATION
AND INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

YEAR ENDED 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 SEP 08 1999

TOWN OF SPRINGFIELD, LOUISIANA
General Purpose Financial Statements
and Accountants' Compilation Report
As of and For the Year Ended June 30, 1999

<u>CONTENTS</u>	<u>STATEMENT</u>	<u>PAGE</u>
Accountants' Compilation Report		1
General Purpose Financial Statements: Balance Sheet - All Fund Types and Account Groups	A	2
Governmental Funds: Statement of Revenues, Expenditures, and Changes in Fund Balances	B	3
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP) and Actual	C	4
Notes to the Financial Statements		5-10
Accountants' Compilation Report on Supplemental Information		11
Supplemental Information: Schedule of Mayor and Aldermen Per Diem		13
Independent Accountants' Report on Applying Agreed-Upon Procedures		14-16
Management's Corrective Action Plan		17

ACCOUNTANTS' COMPILATION REPORT

August 12, 1999

Mayor and Board of Aldermen
Town of Springfield, Louisiana

We have compiled the accompanying general purpose financial statements of the Town of Springfield, Louisiana, as of and for the year ended June 30, 1999, as listed in the foregoing table of contents, in accordance with standards established by the American Institute of Certified Public Accountants.

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

Respectfully submitted,



Dean and Dean, CPA's

TOWN OF SPRINGFIELD
 COMBINED BALANCE SHEET
 ALL FUND TYPES AND ACCOUNT GROUPS
 JUNE 30, 1999

Statement A

	Governmental	Account Groups		Totals
	Fund Type	General	General	(Memorandum
	General	Long-term	Fixed	only)
	Fund	Obligations	Assets	
ASSETS				
Cash and cash equivalents	\$ 48,269	\$	\$ -0-	\$ 48,269
Taxes receivable	33,119			33,119
Property and equipment			232,202	232,202
Amount to be provided for retirement of general long-term obligations		6,752		6,752
TOTAL ASSETS	<u>\$ 81,388</u>	<u>\$ 6,752</u>	<u>\$ 232,202</u>	<u>\$ 320,342</u>
LIABILITIES AND FUND EQUITY				
<u>Liabilities</u>				
Accounts payable	\$ 13,326	\$	\$ -0-	\$ 13,326
Current portion of revenue bonds	-0-			0
Revenue bonds payable	-0-	6,752		6,752
Total Liabilities	<u>13,326</u>	<u>6,752</u>	<u>-0-</u>	<u>20,078</u>
<u>Fund Equity</u>				
Investment in general fixed assets			232,202	232,202
Fund balance:				
Unreserved-undesignated	68,062			68,062
Total Fund Equity	<u>68,062</u>		<u>232,202</u>	<u>300,264</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 81,388</u>	<u>\$ 6,752</u>	<u>\$ 232,202</u>	<u>\$ 320,342</u>

See Accompanying Notes and Accountants' Compilation Report

TOWN OF SPRINGFIELD
 STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES -
 GOVERNMENTAL FUND TYPE - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 1999

Statement B

REVENUES

Sales taxes	\$	160,206
Other taxes		31,546
Licenses and permits		30,031
Fines and forfeitures		36,327
Grants		20,649
Other		18,193
		<hr/>
Total Revenues		296,952
		<hr/>

EXPENDITURES

General government		87,959
Public safety		130,563
Streets		46,433
Solid waste		15,994
Debt Service		40,391
		<hr/>
Total Expenditures		321,340
		<hr/>

DEFICIT OF REVENUES OVER EXPENDITURES (24,388)

OTHER SOURCES

 50,282

EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES 25,894

FUND BALANCE AT BEGINNING OF YEAR

 42,168

FUND BALANCE AT END OF YEAR

 \$ 68,062

See Accompanying Notes and Accountants' Compilation Report

TOWN OF SPRINGFIELD
 COMBINED STATEMENT OF REVENUES,
 EXPENDITURES, AND CHANGES IN FUND BALANCES -
 BUDGET (GAAP BASIS) AND ACTUAL
 ALL GOVERNMENTAL FUND TYPES - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 1999

Statement C

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<u>REVENUES</u>			
Sales taxes	\$ 155,000	\$ 160,206	\$ 5,206
Other taxes	35,500	31,546	(3,954)
Licenses and permits	28,400	30,031	1,631
Fines and forfeitures	36,000	36,327	327
Grants	21,600	20,649	(951)
Other	11,200	18,193	6,993
	<u>287,700</u>	<u>296,952</u>	<u>9,252</u>
<u>EXPENDITURES</u>			
General government	90,700	87,959	2,741
Public safety	126,000	130,563	(4,563)
Streets	53,000	46,433	6,567
Solid waste	50,000	15,994	34,006
Debt Service	40,000	40,391	(391)
	<u>359,700</u>	<u>321,340</u>	<u>38,360</u>
DEFICIT OF REVENUES OVER EXPENDITURES	(72,000)	(24,388)	47,612
OTHER SOURCES	<u>50,000</u>	<u>50,282</u>	
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	(22,000)	25,894	
FUND BALANCE AT BEGINNING OF YEAR	<u>42,168</u>	<u>42,168</u>	
FUND BALANCE AT END OF YEAR	<u>\$ 20,168</u>	<u>\$ 68,062</u>	<u>\$ 47,894</u>

See Accompanying Notes and Accountants' Compilation Report

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statements
As of and for the Year Ended June 30, 1999

A. THE TOWN

The Town of Springfield (the Town) was incorporated in 1838, under a special charter. The Town operates under a Mayor-Board of Aldermen form of government. The Mayor and five Aldermen are elected to four year terms. The Town provides the following services as authorized by its charter: public safety (police), highways and streets, health and social services, culture-recreation, public improvements, planning and zoning, and general administrative services.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements of the Town of Springfield, Louisiana have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity

For financial reporting purposes, in conformance with Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification), the Town of Springfield includes all funds, account groups, activities, et cetera, that are controlled by the Town's Mayor and Board of Aldermen. Control by the Town was determined on the basis of budget adoption, taxing authority, authority to issue debt, election and appointment of governing body and other general oversight responsibility.

Fund Accounting

The Town uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the Town are classified as governmental funds. Governmental funds account for the Town's general activities.

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statement
As of and for the Year Ended June 30, 1999

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the Town and accounts for the operation of the Town's office. The Town's principal source of revenue, sales taxes, is accounted for in this fund. General operating expenditures are paid from this fund. This is the only fund of the Town.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus only current assets and current liabilities generally are included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Sales taxes, licenses, franchise taxes, beer taxes, tobacco taxes, and video poker taxes are recorded in the year in which they are collected or become collectable. Revenue from restricted grants is recorded as the funds from the grant are expended. Interest income on time deposits is recorded when earned and available. Other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of account when the related fund liability is incurred.

Budget

The Town prepares a budget at the beginning of each year based upon prior year expenditures and anticipated revenues for the budget year. The proposed budget is prepared on a modified accrual basis of accounting and is made available for public inspection no later than 15 days prior to the beginning of the budgeted year. The budget was formally adopted on July 23, 1997. All appropriations lapse at year end.

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statement
As of and for the Year Ended June 30, 1999

Formal budget integration (within the accounting system) is not employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the Mayor and Board of Aldermen. If actual revenues are falling short of budgeted revenues by five per cent or more or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by five per cent or more, the original budget is amended by the Mayor and Board of Aldermen. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments. The Mayor and Board of Aldermen are responsible for adopting and amending the budget.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits. Under state law, the Town may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Fixed Assets

Fixed assets used in governmental fund operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental funds. Fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations.

Vacation and Sick Leave

Employees of the Town earn from 10 to 15 days of vacation leave each year, depending on length of service. Vacation leave must be used in the year earned. There is no formal policy on sick leave. Sick leave is approved by the Town based on need. There are no accumulated and vested benefits relating to vacation or sick leave.

Long-Term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statement
As of and for the Year Ended June 30, 1999

Total Columns on Statements

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

C. CASH AND CASH EQUIVALENTS

At June 30, 1999, the Town had cash and cash equivalents (book balances) totaling \$48,269, as follows:

	<u>1999</u>
Demand deposits	\$ 22,404
Money market accounts	<u>25,865</u>
Total	<u>\$ 48,269</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. At June 30, 1999, the Town had \$48,269, in deposits (collected bank balances). These deposits were totally secured from risk by federal deposit insurance.

E. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (office furnishings and equipment) for the years ended June 30, 1999, is as follows:

Beginning Balance	\$ 205,210
Additions	48,146
Deductions	<u>(21,154)</u>
Ending Balance	<u>\$ 232,202</u>

F. REVENUE BONDS PAYABLE

During the year ended June 30, 1999, the Town issued \$40,000 of revenue bonds to finance the purchase of a new town hall. Interest on the bonds is payable semiannually on April 1 and October 1 of each year at a rate of 5.34% on the outstanding principal. The Town paid off the remaining balance of the bonds on November 3, 1998.

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statement
As of and for the Year Ended June 30, 1999

G. CAPITAL LEASE PAYABLE

On July 2, 1998, the Town entered into a lease agreement to purchase a new vehicle. The lease calls for three annual lease payments of \$7,184. At June 30, 1999, the Town had only one lease payment remaining that is due on July 2, 2000. The Town has recorded a vehicle in the general fixed assets account group at a value of \$20,282 in connection with this capital lease.

II. CHANGES IN LONG-TERM DEBT

A summary of the changes in long-term debt for the year ended June 30, 1999, is as follows:

Beginning Balance	\$ 25,000
Plus Additions	20,282
Less Payments	(46,530)
Plus Decrease in Current Portion	<u>8,000</u>
Ending Balance	<u>\$ 6,752</u>

I. PENSION PLAN

All employees of the Town's police department are members of the Louisiana Municipal Police Employees Retirement System ("System"), a multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time police officers, employed in a municipality in the State of Louisiana, engaged in law enforcement, and empowered to make arrests are required to participate in the System. Employees who retire at or after age 50 with at least 20 years of creditable service or at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of credited service stated above and do not withdraw their employee contributions may retire at the ages specified previously and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Police Employees Retirement System of Louisiana, 8401 United Plaza Boulevard, Baton Rouge, LA 70809-2250, or by calling (504) 929-7411.

TOWN OF SPRINGFIELD, LOUISIANA
Notes to the Financial Statement
As of and for the Year Ended June 30, 1999

Plan members are required by state statute to contribute 7.5 percent of their annual covered salary and the Town of Springfield is required to contribute at an actuarially determined rate. The current rate is 9.0 percent of annual covered payroll. The contribution requirements of plan members and the Town of Springfield are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Town of Springfield contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$4,320, \$3,736, and \$3,555, respectively, equal to the required contributions for each year.

J. YEAR 2000 ISSUES

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The only electronic data processing equipment involved in the operation of the Town is the accounting software and some law enforcement software. The Town has received written assurance that this software is year 2000 compliant.

11909 Bricksome Ave., ste. W-1
Baton Rouge, LA 70816
Telephone: (225) 292-7554
Fax: (225) 292-7525

Donald A. Dean, CPA
David P. Dean, CPA

ACCOUNTANTS' REPORT ON SUPPLEMENTAL INFORMATION

August 12, 1999

Mayor and Board of Aldermen
Town of Springfield, Louisiana

Our report on our compilation of the general purpose financial statements of the Town of Springfield, Louisiana for the year ended June 30, 1999 appears on Page 1. A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the financial statements and, accordingly, do not express an opinion or any other form of assurance on them. The information included in the accompanying supplemental schedules is presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

Respectfully submitted,



Dean and Dean, CPA's

SUPPLEMENTAL INFORMATION

TOWN OF SPRINGFIELD, LOUISIANA
Schedule of Compensation Paid to Mayor
and Board of Aldermen
For the Year Ended June 30, 1999

Charles Martin, Mayor P. O. Box 421 Springfield, LA 70462 (225) 294-5491	\$ 4,800
Mary Ann Bissel, Alderman P. O. Box 336 Springfield, LA 70462 (225) 294-5444	750
Marsha Sherburne, Alderman 25564 McCarroll Rd. Springfield, LA 70462 (225) 294-5139	625
Mildred Cowsar, Alderman 32435 Ratcliff Road Springfield, LA 70462 (225) 294-5617	775
John Traylor, Alderman P. O. Box 651 Springfield, LA 70462 (225) 294-5704	750
Gary Pigott, Alderman P. O. Box 187 Springfield, LA 70462 (225) 294-4122	775
	\$ 8,475

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES

August 12, 1999

Mayor and Board of Aldermen
Town of Springfield, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Town of Springfield, Louisiana, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Town of Springfield'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 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.

Public Bid Law

1. Select all expenditures made during the year for material 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).

There were two expenditures in excess of \$15,000 made during the year both were for the purchase of automobiles. Although management obtained three estimates before making each purchase, they did not advertise for bids as required by LSA-RS 38:2211-2251. There no expenditures 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.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

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.

None of the employees included on the list of employees provided by management appeared on the list of immediate family members provided by management.

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and all amendments.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on August 19, 1998 which indicated that the budget had been adopted by the members of the board by a unanimous vote. We traced the budget amendments to the minutes of meetings held on November 18, 1998 and May 19, 1999.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

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 6 disbursements made during the period under examination and:
 - (a) trace payments to supporting documentation as to proper amount and payee;

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

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

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

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the town clerk and the mayor.

Mayor and Board of Aldermen
August 12, 1999

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).

The Town of Springfield is only required to post a notice of each meeting and the accompanying agenda on the bulletin board at the town hall. During all of our visits to the town hall, we noted that the agenda for the upcoming meeting was posted on the bulletin board.

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.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or like indebtedness. We did however note that the town acquired a vehicle through a capital lease transaction. The lease was properly approved by the state bond commission before the agreement was signed.

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.

A reading of the minutes of the Town 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 the Town of Springfield 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.

Respectfully submitted,



Dean and Dean, CPAs

TOWN OF SPRINGFIELD, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED JUNE 30, 1999

FINDING

1999-1 The Town purchased two vehicles during the year ended June 30, 1999, both in excess of \$15,000. The Town did not advertise for competitive bids before purchasing either vehicle. We recommend that the Town advertise for bids on all purchases of materials and supplies in excess of \$15,000 as required by LSA-RS 38-2212.

1999-2 The Town did not formally adopt its budget for the year ended June 30, 1999 prior to the beginning of the fiscal year as required by LSA-RS 39-1301-14. We recommend the Town formally adopt its budget prior to July 1st of each year to comply with the State's budget law.

MANAGEMENT'S PLAN

Instead of advertising for bids, we thought the law allowed us to obtain three estimates when purchasing automobiles. In the future, we will be sure to advertise for bids on all automobile purchases over \$15,000.

Around the end of last fiscal year, we were converting our accounting records to a computerized system. We did not have accurate financial data for the previous fiscal year, therefore, we did not feel comfortable preparing the 1998-1999 budget until we obtained accurate balances for the 1997-1998 year. In the future, we will go ahead and adopt a budget in June, and amend it when the final balances for the previous year are available.

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

August 18, 1999

Dean and Dean, CPA's
11909 Bricksome Ave., Suite W-1
Baton Rouge, LA 70816

In connection with your compilation of our financial statements as of June 30, 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 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 August 13, 1999.

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 [X] No []

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 [X] No []

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 [X] No []

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 [X] No []

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 [X] No []

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

Yes [X] No []

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

Yes [X] No []

Meetings

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

Yes [X] No []

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 [X] No []

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 [X] 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 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.

Julie C. Montelone Clerk 8-18-99 Date

Charles E. Martin Mayor 8/18/99 Date