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ST. TAMMANY PARISH LIBRARY

December 31, 1999

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Release Date JUL 19 2000

Audit of Financial Statements

December 31, 1999

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To the Board of Control
St. Tammany Parish Library

Independent Auditor's Report

We have audited the accompanying component unit general purpose financial statements of the **St. Tammany Parish Library**, a component unit of the St. Tammany Parish Police Jury, as of 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 **St. Tammany Parish Library'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 *Government Auditing Standards* issued by the Comptroller General of the United States. 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 component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the **St. Tammany Parish Library** as of December 31, 1999, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated May 5, 2000 on our consideration of **St. Tammany Parish Library's** internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the component unit general purpose financial statements taken as a whole. The accompanying information listed as supplemental information in the table of contents is presented for purposes of additional analysis and is not a required part of the component unit general purpose financial statements of the **St. Tammany Parish Library**. Such information has been subjected to the auditing procedures applied in the audit of the component unit general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

A Professional Accounting Corporation

May 5, 2000

A Professional Accounting Corporation
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International Affiliation with Accounting Firms Associated, Inc.

ST. TAMMANY PARISH LIBRARY
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1999

ASSETS	Governmental	Account Groups		Totals	
	Fund Type	General	General	(Memorandum Only)	
	Fund	Fixed Assets	Long-Term Debt	1999	1998
Cash					
Operating	\$ 286,710	\$ -	\$ -	\$ 286,710	\$ 169,767
Health Claims	8,350	-	-	8,350	60,643
Investments	581,681	-	-	581,681	1,447,765
Receivables - Ad Valorem Taxes	2,821,144	-	-	2,821,144	2,679,887
Due from State of Louisiana	119,000	-	-	119,000	178,079
Due from STP Police Jury	332,000	-	-	332,000	-
Other Assets	3,357	-	-	3,357	2,381
Amount to be Provided for Retirement of General Long-Term Obligations	-	-	51,348	51,348	57,133
Fixed Assets	-	9,247,816	-	9,247,816	8,469,433
Total Assets	\$ 4,152,242	\$ 9,247,816	\$ 51,348	\$ 13,451,406	\$ 13,065,088
LIABILITIES					
Accounts Payable	\$ 19,715	\$ -	\$ -	\$ 19,715	\$ 8,308
Accrued Salaries	62,754	-	-	62,754	50,266
Payroll Taxes	1,190	-	-	1,190	4,373
State Retirement	55,724	-	-	55,724	51,641
Health Claims Payable	13,128	-	-	13,128	13,128
Compensated Absences Payable	-	-	51,348	51,348	57,133
Total Liabilities	152,511	-	51,348	203,859	184,849
FUND EQUITY					
Investment in General Fixed Assets	-	9,247,816	-	9,247,816	8,469,433
Fund Balance - Reserved for Health Claims	(4,778)	-	-	(4,778)	47,515
Fund Balance - Unreserved	4,004,509	-	-	4,004,509	4,363,291
Fund Balance	3,999,731	-	-	3,999,731	4,410,806
Total Fund Equity	3,999,731	9,247,816	-	13,247,547	12,880,239
Total Liabilities and Fund Equity	\$ 4,152,242	\$ 9,247,816	\$ 51,348	\$ 13,451,406	\$ 13,065,088

See independent accountants' report and notes to financial statements.

ST. TAMMANY PARISH LIBRARY

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS)
AND ACTUAL - GENERAL FUND**

For The Year Ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	(Memorandum Only) 1998 Actual
REVENUES				
Taxes - Ad Valorem	\$ 2,763,438	\$ 2,742,275	\$ (21,163)	\$ 2,674,191
Intergovernmental - State of Louisiana				
<i>State Revenue Sharing</i>	185,144	184,744	(400)	178,079
Fines and Fees	140,000	126,963	(13,037)	135,239
Grants	46,000	47,703	1,703	208,603
Miscellaneous:				
Interest Earned	94,000	70,307	(23,693)	132,110
Donations	5,000	3,819	(1,181)	2,891
Litigation Settlement	332,000	332,000	-	-
Other	-	1,894	1,894	6,699
	<u>3,565,582</u>	<u>3,509,705</u>	<u>(55,877)</u>	<u>3,337,812</u>
Total Revenues				
EXPENDITURES				
Personnel Services	1,939,313	1,914,632	24,681	1,735,280
Supplies and Materials	88,500	82,823	5,677	82,009
Operating Services	782,715	701,881	80,834	640,444
Intergovernmental	-	-	-	2,019
Capital Expenditures	1,434,970	1,221,444	213,526	1,533,840
	<u>4,245,498</u>	<u>3,920,780</u>	<u>324,718</u>	<u>3,993,592</u>
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures	(679,916)	(411,075)	268,841	(655,780)
FUND BALANCE				
Beginning of Year	<u>4,410,806</u>	<u>4,410,806</u>	-	<u>5,066,586</u>
End of Year	<u>\$ 3,730,890</u>	<u>\$ 3,999,731</u>	<u>\$ 268,841</u>	<u>\$ 4,410,806</u>

See independent accountants' report and notes to financial statements.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of **St. Tammany Parish Library** (the "Library") conform to generally accepted accounting principles as applicable to governments. The following is a summary of significant accounting policies:

1. REPORTING ENTITY

The Library was established by the Parish governing authority, under the provisions of Louisiana Revised Statute 25:211. The Library is governed by a Board of Control, which is appointed by the Parish Police Jury. Effective January 1, 1989, the administrative and accounting functions for the Library were transferred to the Board of Control under the provisions of Louisiana Revised Statute 25:215(b)(9); these functions were previously provided by the Parish of St Tammany (the "Parish"). During 1999, the Library maintained thirteen locations and one administrative facility, which provide citizens of the Parish access to library materials, books, magazines, compact discs, films and the Internet.

The Library is a component unit of the Parish and, as such, these financial statements will be included in the comprehensive annual financial report of the Parish for the year ended December 31, 1999. Land, building and furnishings of the Library's locations are included in the Parish's financial statements and, as such, are not included in the Library's financial statements. Additionally, the Parish is responsible for reporting and administering funds generated from Library capital bond proceeds.

2. FUND ACCOUNTING

The accounts of the Library are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Governmental funds are those through which most governmental functions of the Library are financed. The acquisition, use and balances of the Library's expendable financial resources and the related liabilities are accounted for through governmental funds. The General Fund is the general operating fund of the Library. It is used to account for all financial resources except those that are required to be accounted for in another fund.

3. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. BASIS OF ACCOUNTING (Continued)

All governmental funds are accounted for using the modified accrual basis of accounting. These revenues are recognized when they become measurable and available. Ad Valorem taxes and state revenue sharing are recognized as revenues and recorded as receivables at the time of levy. Miscellaneous revenues and fines and forfeitures are recorded as revenues when received in cash by the Library because they are generally not measurable until actually received. Charges for services are recorded when earned since they are measurable and available. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

4. BUDGET POLICIES

The Library Board adopted a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget prior to being adopted. Any amendment involving increases in expenditures must be approved by the Library Board. Budgeted amounts included in the accompanying financial statements include all amendments. All budgeted amounts, which are not expended, or obligated through contracts, lapse at year end.

The general fund budget is adopted on a basis materially consistent with generally accepted accounting principles.

5. BAD DEBTS

The financial statements of the Library contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the General Fund.

6. CASH AND INVESTMENTS

Cash includes amount in demand deposits, interest-bearing demand deposits, and money market accounts. Cash also includes amount in time deposits and those investments with original maturities of 90 days or less.

Statutes authorize the Library to invest in the following types of securities:

- (1) Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. Government.
- (2) Fully-collateralized certificates of deposit issued by qualified commercial banks and savings and loan institutions located within the State of Louisiana.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

6. CASH AND INVESTMENTS (Continued)

- (3) Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies, or by U.S. government instrumentalities which are federally sponsored, and provided such obligations are backed by the full faith and credit of the U.S.
- (4) Direct repurchase agreements of any federal bank "entry only" securities enumerated in paragraphs (1) and (3) above. "Direct security repurchase agreement" means an agreement under which the political subdivision buys, holds for a specified time, and then sells back those securities and obligations enumerated in paragraphs (1) and (3) above.

Short-term investments are stated at amortized cost, which approximates market. Certain investments, as required by Government Auditing Standards Board Pronouncement No. 31 may be reported at fair value that is determined using selected bases.

7. GENERAL FIXED ASSETS

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. All fixed assets purchased prior to 1989, except for books, are included in the Parish's accounting records. Fixed assets do not include capital expenditures for periodicals and subscriptions. Fixed assets purchased from 1989 through 1999 are valued at historical cost. Books purchased prior to 1989 are valued at an estimated average book cost of \$15.00. No depreciation has been provided on general fixed assets.

The General Fixed Assets Account Group is not a "fund". It is concerned only with the measurement of financial position. It is not involved with the measurement of results of operations.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

8. COMPENSATED ABSENCES

Full time employees (28 hours or more weekly) earn annual leave at varying rates according to years of service. Employees with more than 5 or 15 years of service may accumulate and carry over annually up to 40 or 80 hours, respectively, of unused annual leave to the next calendar year. Any unused annual leave accrued by an employee in the current year, the amount of which would not otherwise be eligible for carry over into the following calendar year, may be expended as duly scheduled by June 30 of the following year. *The amount of any unused annual leave not expended, as set forth shall be deleted effective the first day of the third calendar quarter.* Upon retirement or termination of employment, employees may receive payment for unused accumulated annual leave to a maximum of 300 hours. In addition or alternatively, any unused accumulated annual leave may be converted to retirement credits for employees who qualify for such benefits. Full time employees receive a maximum annual sick leave allowance of 12 working days accrued at the rate of 8 hours per month. Sick leave begins accruing from date of employment and it may be used after three months of employment. Sick leave is cumulative and may be carried forward to subsequent years. Upon retirement or termination of employment, employees may receive pay for unused accumulated sick leave, to a maximum of 400 hours, at a rate of 1/3 the employees straight time pay. Additionally and alternatively, any unused accumulated sick leave may be converted to retirement credits for employees who qualify for such benefits. At December 31, 1999, the Library employees had accumulated and vested approximately \$51,348 of employee leave benefits.

9. LONG-TERM OBLIGATIONS

Long-term obligations of the Library consist of unused sick leave and annual leave payable to employees. Only the portion of the Library's long-term obligations that management expects to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group.

10. TOTAL COLUMN ON COMBINED FINANCIAL STATEMENTS

Total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented 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. Inter-fund elimination has not been made in the aggregation of this data.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

10. TOTAL COLUMN ON COMBINED FINANCIAL STATEMENTS (Continued)

The amounts shown for 1998 in the component unit general purpose financial statements are included to provide a basis for comparison with 1999 and are not intended to present all information necessary for a fair presentation in accordance with generally accepted accounting principles. Certain amounts related to 1998 have been reclassified in the accompanying component unit general purpose financial statements in order to conform with the 1999 presentation.

NOTE B

CASH

The following is a summary of cash (carrying amount) at December 31, 1999:

Demand Deposits	\$ 183,109
Money Market Accounts	<u>111,951</u>
Total	<u>\$ 295,060</u>

At December 31, 1999, the actual bank balances of these deposits was \$419,145. Of the bank balances, \$100,000 was secured by federal depository insurance. In compliance with State laws, the remaining balance of \$319,145 of these deposits was secured by bank owned securities specifically pledged to the Library and held by an independent custodian institution, jointly in the name of the Library and the bank. 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 that the fiscal agent has failed to pay deposited funds upon demand.

NOTE C

INVESTMENTS

Investments with a cost of \$581,681 as of December 31, 1999, consists of treasury bills and are carried at amortized cost. Estimated market value at December 31, 1999 was \$581,221.

The Library's investments are categorized below to give an indication of the level of risk assumed by the Library at year end. Category 1 includes investments that are insured or registered or for which the securities are held by the Library or its agent in the Library's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Library's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Library's name. At December 31, 1999, all of the Library's investments were considered a Category 2 level of risk.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE D

AD VALOREM TAXES

Property taxes for the operations and maintenance of the Library are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the St. Tammany Parish Assessor's Office and the State Tax Commission at the percentage of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the list of January 1, 1996. Taxes are due and payable December of the following year.

Properties for which taxes have not been paid are sold. Taxes are billed and collected by the St. Tammany Parish Sheriff's Department, who receives a fee for its services. The taxes are remitted by the Sheriff's Department to the Parish and then to the Library and are net of pension fund expense. The tax rates for the year ended December 31, 1999 were \$6.33 per \$1,000 of assessed valuation on property parish-wide. Ad Valorem taxes are recorded as revenues in the period levied.

NOTE E

CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1999	Additions	Deletions	Balance December 31, 1999
Books	\$7,320,194	\$537,893	\$ -	\$ 7,858,087
Land	200,000	-	-	200,000
Vehicles	47,296	34,966	-	82,261
Computers	513,824	96,662	-	610,486
Improvements	177,102	66,184	-	243,286
Furniture and Equipment	<u>211,017</u>	<u>42,678</u>	<u>-</u>	<u>253,696</u>
	<u>\$8,469,433</u>	<u>\$778,383</u>	<u>\$ -</u>	<u>\$ 9,247,816</u>

NOTE F

SELF-INSURANCE

The Library participates in the self-insurance fund of its primary government, the St. Tammany Parish Police Jury, for coverage of property, contents and general liability.

The Library has established a self-insurance medical plan for its employees and their covered dependents. During 1999, the Plan administrator, Total Benefit Services, Inc. is responsible for the approval, processing, and payment of claims. The administrator is also responsible for actuarially determining the needed funding of the Plan. The plan provides employee health benefits up to a \$1,000,000 lifetime maximum per covered person. All full-time employees who are regularly scheduled to work at least twenty-eight hours per week and their eligible dependents are eligible for the Plan. There have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE F

SELF-INSURANCE (Continued)

The Plan is accounted for in the general fund of the Library. The cost of claims is recorded as an expense when the claims arise. Claims liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated.

Claims liabilities include an amount for claims that have been incurred but not paid as of December 31, 1999. Claims liabilities of \$13,128 are based on estimates of the ultimate cost of reported claims (including future claim adjustment expenses) and an estimate for claims incurred but not reported based on historical experience. Claims liabilities include specific, incremental claim adjustment expenses, allocated loss adjustment expenses, and are reduced for estimated recoveries on unsettled claims such as salvage or subrogation. Changes in the balances of claims liabilities during the year ending December 31, 1999 were as follows:

Beginning of Year Liability	\$ 13,128
Claims and Changes in Estimates	147,649
Claims Payments	<u>(147,649)</u>
 Balance at Fiscal Year End	 <u>\$ 13,128</u>

A stop-loss insurance contract executed with an insurance carrier covers claims in excess of \$7,500 per single employee, per year.

NOTE G

OPERATING LEASES

The Library leases the Pontchartrain branch facility in Slidell, and certain telephone equipment and a vehicle. In addition, the Library began leasing the Causeway Branch facility in Mandeville in March 1999. Lease expense for the year ended December 31, 1999 was \$77,771. Future minimum payments for these agreements are as follows:

	<u>Branches</u>	<u>Library Telephone Equipment</u>
2000	\$ 45,852	\$ 7,200
2001	41,652	1,800
2002	41,652	-
2003	41,652	-
2004	<u>6,942</u>	<u>-</u>
	<u>\$ 177,750</u>	<u>\$ 9,000</u>

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE H

PENSION PLAN

Substantially, all full time employees of the Library participate in the Parochial Employees Retirement System of Louisiana (the "Plan"). The Plan is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All permanent employees working at least 28 hours per week and who are paid wholly or in part from Library funds are eligible to participate in the Plan. Employees who retire at or after age 60 with at least ten years of credited service, at or after age 55 with 25 years of credited service, or at any age with at least 30 years of credited service, are entitled to a retirement benefit. This benefit is payable monthly for life and is equal to 3 percent of their final-average salary for each year of credited service. Final-average salary is the employee's average salary over the 36 consecutive or joined months which produce the highest average.

Employees who terminate with at least the amount of credited service stated previously, and who do not withdraw their employee contributions, may retire at the age specified previously and receive the benefit accrued to their date of termination. The Plan also provides death and disability benefits. Benefits are established by state statute.

The Plan issues an annual publicly available financial report that includes financial statements and required supplementary information for the Plan. That report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, P.O. Box 14619, Baton Rouge, Louisiana, 70808-4619, or by calling (225) 928-1361.

Contributions to the Plan include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish except Orleans and East Baton Rouge Parishes. For the year ended December 31, 1999, State statute required employees to contribute 9.5% of their salary to the Plan, and the Library must contribute 7.75% of the taxable wages of each employee as an employer match.

The Library's contributions to the Plan for the years ended December 31, 1999, 1998 and 1997 were \$105,896, \$97,406, and \$76,920, respectively, equal to the required contributions for each year.

The amount reported below as "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to help users assess the Plan's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among government pension plans and employers. The Plan does not conduct separate measurements of assets and pension benefit obligations for individual employers. The pension benefit obligation at December 31, 1998 for the Plan as a whole, determined through an actuarial valuation performed, as of that date, was \$959,044,243. The Plan's net assets available for benefits on that date (valued at market) were \$1,122,352,470. The Library's contribution represented .74% of total actuarial contributions required.

**ST. TAMMANY PARISH LIBRARY
NOTES TO FINANCIAL STATEMENTS**

NOTE I

STATE REVENUE SHARING

State sharing is an arrangement whereby local governments are reimbursed by the State for Ad Valorem taxes not billed due to the homestead exemption.

The Library recognized revenue from state revenue sharing of \$184,744 for the year ended December 31, 1999. Receivables for state revenue sharing for the year ended December 31, 1999 was \$119,000.

NOTE J

COMPENSATION OF BOARD MEMBERS

No compensation was paid to board members for the year ended December 31, 1999.

NOTE K

DEFERRED COMPENSATION PLAN

The St. Tammany Parish Library offers its employees deferred compensation under the Louisiana Public Employees Deferred Compensation Plan in accordance with Internal Revenue Code Section 457. The deferred compensation is not available to employees until retirement, death, termination, disability, or financial hardship.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or beneficiary) held in trust for the exclusive benefit of the participants and their beneficiaries, and the benefits may not be diverted to any other use.

It is the opinion of the Library's legal counsel that the Library has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

NOTE L

LITIGATION SETTLEMENT

In 1999, the Library was awarded \$332,000 in damages for structural defects in the roofs of its Covington and Slidell branches.

SUPPLEMENTARY INFORMATION

ST. TAMMANY PARISH LIBRARY

SCHEDULE OF EXPENSES
For the Year Ended December 31, 1999

PERSONNEL SERVICES

Salaries and Wages	\$ 1,581,172
Health Insurance	191,728
Retirement	105,896
Payroll Taxes	23,060
Workers' Compensation	12,776
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	\$ 1,914,632

SUPPLIES AND MATERIALS

Book Preparation	\$ 21,117
Summer Reading Program	21,579
Office and Programming Supplies	19,204
Conventions and Seminars	5,541
Walker Percy Symposium	4,855
Staff Travel	6,769
Programming	3,758
	<hr/>
	\$ 82,823

OPERATING SERVICES

Maintenance of Property and Equipment	\$ 174,268
Professional Services	122,968
Utilities	103,520
Communications	69,483
Insurance	70,365
Maintenance Services - Building	68,296
Lease Expense	77,771
Printing, Duplicating and Bookbinding	11,481
Advertising, Dues and Subscriptions	3,729
	<hr/>
	\$ 701,881

ST. TAMMANY PARISH LIBRARY

SCHEDULE OF EXPENSES (Continued)
For the Year Ended December 31, 1999

CAPITAL EXPENDITURES

Improvements to Physical Plant	\$ 395,763
Adult Books	281,479
Juvenile Books	136,976
Adult Reference	106,905
PC Network	91,645
Office Equipment and Furniture	40,463
Vehicles	34,966
Audio Recordings	34,801
Periodicals	28,504
Video Recordings	21,175
CD Rom	12,431
Microfilm	9,800
Leasehold Improvement	9,784
Juvenile Reference	7,388
Young Adult Books	4,928
Audio / Visual Equipment	2,216
Landscaping	1,658
Automation System	562
	<hr/>
	\$ 1,221,444
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**SCHEDULE OF GOVERNING BOARD
December 31, 1999**

<u>Board of Control</u>	<u>Term of Office</u>	<u>Compensation</u>
Suzanne Villar 595 Barbara Place Mandeville, LA 70448	November 19, 2003	\$ -
Silvia Muller 109 Maple Ridge Way Covington, LA 70433	February 17, 2005	\$ -
Dr. Argiro Morgan 103 Brandon Place Mandeville, LA 70471	May 17, 2000	\$ -
Mark Johnson 800 East 10th Ave Covington, LA 70433	December 11, 2001	\$ -
Barbara Morgan 63239 N. Sunmoore Road Pearl River, LA 70452	April 15, 2004	\$ -
Kristen Scott 61202 W. Springmill Drive LaCombe, LA 70445	May 16, 2001	\$ -
Kristin Lyons P.O. Box 464 Slidell, LA 70459	April 17, 2002	\$ -
Steve Stefancik 207 Queen Anne Slidell, LA 70460	Police Jury President appointed to serve as Ex-Officio member	\$ -



**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Control
St. Tammany Parish Library

We have audited the financial statements of **St. Tammany Parish Library**, as of and for the year ended December 31, 1999 and have issued our report thereon dated May 5, 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.

Compliance

As part of obtaining reasonable assurance about whether the **Library's** financial statements are 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 an 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*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the **Library's** internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement 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 intended solely for the information of the Board of Control, management, others within the organization, the Legislative Auditor of the State of Louisiana and the St. Tammany Police Jury and is not intended to be and should not be used by anyone other than these specified parties.

Sabate, Schit, Roney & Neal

A Professional Accounting Corporation

May 5, 2000