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MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

FINANCIAL REPORT

DECEMBER 31, 1999

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

Release Date 8-9-00

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Geraldine J. Wimberly, CPA* 1995
Rodney L. Savoy, CPA* 1996
Larry G. Broussard, CPA* 1996
Lawrence A. Cramer, CPA* 1999
Michael P. Crochet, CPA* 1999

INDEPENDENT ACCOUNTANT'S REPORT

Board of Commissioners
Mermentau River Harbor and Terminal District
Mermentau, Louisiana

We have compiled the accompanying general purpose financial statements of Mermentau River Harbor and Terminal District, as of and for the year ended December 31, 1999, as listed in the table of contents 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 information that is the representation of the Board in the form of financial statements. We have not audited or reviewed the accompanying financial statements and, accordingly, we do not express an opinion or any other form of assurance on them.

BROUSSARD, POCHE, LEWIS & BREAUX, L.L.P.

Crowley, Louisiana
March 10, 2000

MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

COMBINED BALANCE SHEET -
 ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 1999
 See Accountant's Compilation Report

ASSETS	Governmental Funds		
	General Fund	Debt Service Fund	Capital Projects Fund
Cash and cash equivalents	\$ 9,820	\$ 5,964	\$ 17,201
Investments, at cost	70,664	-	-
Receivables	44,667	-	-
Due from other governments	-	-	25,857
Due from other fund	20,530	-	-
Land and improvements	-	-	-
Amount available in debt service fund	-	-	-
Amount to be provided for retirement of certificates of indebtedness	-	-	-
Total assets	<u>\$145,681</u>	<u>\$ 5,964</u>	<u>\$ 43,058</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts payable	\$ 1,144	\$ -	\$ 34,476
Due to other fund	-	-	20,530
Certificates of indebtedness	-	-	-
Total liabilities	<u>\$ 1,144</u>	<u>\$ -</u>	<u>\$ 55,006</u>
Fund equity:			
Investment in general fixed assets	\$ -	\$ -	\$ -
Fund balances:			
Reserved for debt service	\$ -	\$ 5,964	\$ -
Unreserved - undesignated	<u>144,537</u>	<u>-</u>	<u>(11,948)</u>
	<u>\$144,537</u>	<u>\$ 5,964</u>	<u>\$(11,948)</u>
Total liabilities and fund equity	<u>\$145,681</u>	<u>\$ 5,964</u>	<u>\$ 43,058</u>

See Notes to Financial Statements.

<u>Account Groups</u>		
<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	<u>Total (Memorandum Only)</u>
\$ -	\$ -	\$ 32,985
-	-	70,664
-	-	44,667
-	-	25,857
-	-	20,530
708,345	-	708,345
-	5,964	5,964
<u>-</u>	<u>74,036</u>	<u>74,036</u>
<u>\$708,345</u>	<u>\$ 80,000</u>	<u>\$983,048</u>
\$ -	\$ -	\$ 35,620
-	-	20,530
<u>-</u>	<u>80,000</u>	<u>80,000</u>
<u>\$ -</u>	<u>\$ 80,000</u>	<u>\$136,150</u>
<u>\$708,345</u>	<u>\$ -</u>	<u>\$708,345</u>
\$ -	\$ -	\$ 5,964
-	-	132,589
<u>\$ -</u>	<u>\$ -</u>	<u>\$138,553</u>
<u>\$708,345</u>	<u>\$ 80,000</u>	<u>\$983,048</u>

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MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 ALL GOVERNMENTAL FUND TYPES
 Year Ended December 31, 1999
 See Accountant's Compilation Report

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total (Memorandum Only)</u>
Revenues:				
Taxes:				
Ad valorem	\$ 36,611	\$ -	\$ -	\$ 36,611
Intergovernmental:				
State revenue sharing	5,556	-	-	5,556
Grant income	-	-	46,985	46,985
Use of money and property:				
Interest	4,595	-	-	4,595
Leases	4,448	-	-	4,448
Tonnage fees	4,449	-	-	4,449
Other	-	-	-	-
Total revenues	<u>\$ 55,659</u>	<u>\$ -</u>	<u>\$ 46,985</u>	<u>\$102,644</u>
Expenditures:				
Current:				
Public works:				
Uncollected taxes	\$ 384	\$ -	\$ -	\$ 384
Pension deduction	1,144	-	-	1,144
Administrative cost	22,549	-	-	22,549
Capital outlays	2,292	-	46,985	49,277
Bad debts	-	-	-	-
Debt service:				
Bond principal	-	25,000	-	25,000
Bond interest	-	6,825	-	6,825
Total expenditures	<u>\$ 26,369</u>	<u>\$ 31,825</u>	<u>\$ 46,985</u>	<u>\$105,179</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 29,290</u>	<u>\$ (31,825)</u>	<u>\$ -</u>	<u>\$ (2,535)</u>
Other financing sources (uses):				
Operating transfers out	\$ (32,565)	\$ -	\$ -	\$ (32,565)
Operating transfers in	-	32,565	-	32,565
	<u>\$ (32,565)</u>	<u>\$ 32,565</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>\$ (3,275)</u>	<u>\$ 740</u>	<u>\$ -</u>	<u>\$ (2,535)</u>
Fund balance (deficit), beginning	<u>147,812</u>	<u>5,224</u>	<u>(11,948)</u>	<u>141,088</u>
Fund balance (deficit), ending	<u>\$144,537</u>	<u>\$ 5,964</u>	<u>\$ (11,948)</u>	<u>\$138,553</u>

See Notes to Financial Statements.

MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
 GENERAL FUND - BUDGET (GAAP BASIS) AND ACTUAL
 Year Ended December 31, 1999
 See Accountant's Compilation Report

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Revenues:			
Taxes:			
Ad valorem	\$ 32,175	\$ 36,611	\$ 4,436
Intergovernmental:			
State revenue sharing	5,604	5,556	(48)
Grant income	-	-	-
Use of money and interest:			
Interest	4,100	4,595	495
Leases	4,448	4,448	-
Tonnage fees	4,449	4,449	-
Other	-	-	-
Total revenues	<u>\$ 50,776</u>	<u>\$ 55,659</u>	<u>\$ 4,883</u>
Expenditures:			
Current:			
Public works:			
Uncollected taxes	\$ 500	\$ 384	\$ 116
Pension deduction	1,050	1,144	(94)
Administrative cost	22,548	22,549	(1)
Capital outlays	2,292	2,292	-
Bad debts	-	-	-
Debt service:			
Bond principal	-	-	-
Bond interest	-	-	-
Total expenditures	<u>\$ 26,390</u>	<u>\$ 26,369</u>	<u>\$ 21</u>
Excess (deficiency) of revenues over expenditures (totals forward)	<u>\$ 24,386</u>	<u>\$ 29,290</u>	<u>\$ 4,904</u>

MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
GENERAL FUND - BUDGET (GAAP BASIS) AND ACTUAL (CONTINUED)
Year Ended December 31, 1999
See Accountant's Compilation Report

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
Excess (deficiency) of revenues over expenditures (totals forwarded)	<u>\$ 24,386</u>	<u>\$ 29,290</u>	<u>\$ 4,904</u>
Other financing sources (uses):			
Operating transfers out	\$(32,565)	\$(32,565)	\$ -
Operating transfers in	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$(32,565)</u>	<u>\$(32,565)</u>	<u>\$ -</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (8,179)	\$ (3,275)	\$ 4,904
Fund balance (deficit), beginning	<u>147,812</u>	<u>147,812</u>	<u>-</u>
Fund balance (deficit), ending	<u>\$139,633</u>	<u>\$144,537</u>	<u>\$ 4,904</u>

See Notes to Financial Statements.

MERMENTAU RIVER HARBOR AND TERMINAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 1. Summary of Significant Accounting Policies

The Mermentau River Harbor and Terminal District was created as a political subdivision of the State of Louisiana under the provisions of Louisiana Revised Statutes 34:3221-3229. The Harbor and Terminal District is responsible for the regulation of commerce and traffic within the harbor and terminal area, which consists of Ward 5 of Acadia Parish. Project waterways include the Mermentau River, Bayou Plaquemine Brule, and Bayou Nezpique. The Board of Commissioners of the Harbor and Terminal District is comprised of seven members who are appointed by various governing authorities within the harbor and terminal area. The District has no employees.

Basis of presentation:

The accompanying financial statements of the Mermentau River Harbor and Terminal District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the generally accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting entity:

GASB Codification Section 2100 established criteria for determining the governmental reporting entity. Because the District includes all funds, account groups, activities, et cetera, that are controlled by the District as an independent political subdivision of the State of Louisiana, the District is a separate governmental reporting entity. Because the District's board members are appointed by various governing authorities within the District and are solely responsible for designating management and for fiscal matters, which include (1) responsibility for funding deficits and operating deficiencies and (2) fiscal management for controlling the collection and disbursement of funds, and because of the scope of public service provided by the District, the District is considered an independent political subdivision. Certain units of local government over which the District exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Harbor and Terminal District.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Fund accounting:

The District uses three funds and two account groups to report on its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid in 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. On the other hand, an account group 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 spendable available financial resources. The account groups are concerned only with the measurement of financial position and do not involve measurement of results of operations.

Governmental Funds

General fund:

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt service fund:

The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

1992 Certificate of Indebtedness:

This fund is used to accumulate monies for payment of \$220,000 (original principal) of certificate of indebtedness due in various installments at an interest rate of 6.50%. The proceeds of this issue are to be used toward the construction of the port access road.

Capital projects fund:

The capital projects fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities.

Port Access Road Fund:

This fund is used to account for the collection and disbursements of funds for the construction of the port access road.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Account groups

Fixed assets are accounted for in the general fixed assets account group, rather than in the individual funds. Public domain or infrastructures are not capitalized. All fixed assets are valued at historical cost. No depreciation has been provided on fixed assets.

Long-term obligations are accounted for in the general long-term debt account group, not in the individual funds. The two account groups are not funds.

Basis of accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of a fund present increases and decreases in net current assets. The funds are reported on the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues:

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

All other revenues are recorded when they become measurable and available to the District.

Expenditures:

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

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Budgets:

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Secretary-Treasurer submits to the Board of Commissioners a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Due to the fact that expenditures do not exceed \$250,000, it is not necessary to have a public hearing.
3. The budget is then legally enacted through passage of an ordinance.
4. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

All budget appropriations lapse at year-end. Actual expenditures may not legally exceed budgeted appropriations by more than five percent at the individual fund level. Budgets as shown in the report are as amended by the Board in open meeting.

Total column on the financial statements:

The total column on the financial statements is captioned "Memorandum Only" to indicate that it is 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. Interfund eliminations have not been made in the aggregation of this data.

Note 2. Levied Taxes

Property taxes are levied each November 15 on the assessed value as of the prior January 1 for all real estate, merchandise, and movable property located in the parish. Assessed values are established by the Acadia Parish Assessor and the Louisiana Tax Commission at a percent of actual value, as specified by Louisiana law. An assessment of all property is required to be completed no less than every four years.

The District authorized and levied a general maintenance tax of 3.73 mills for the year ended December 31, 1999.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 3. Cash, Cash Equivalents, and Investments

For reporting purposes, cash and cash equivalents include cash and certificates of deposit with an original maturity within 90 days from the acquisition date. Investments include certificates of deposit with an original maturity greater than 90 days from the acquisition date. The District may invest in United States bonds, treasury notes, or certificates, or time certificates of deposit of state banks having their principal office in the State of Louisiana, or any other federally insured investment. The District may also invest in shares of any homestead and building and loan association in any amount not exceeding the federally insured amount. The deposits at December 31, 1999 were fully secured by FDIC insurance.

Note 4. Receivables

The following is a summary of receivables at December 31, 1999:

<u>Class of Receivable</u>	<u>General Fund</u>
Ad valorem taxes	\$ 36,611
State revenue sharing	5,556
Leases and tonnage fees	<u>2,500</u>
Total	<u>\$ 44,667</u>

Note 5. Changes in General Fixed Assets

	<u>January 1,</u> <u>1999</u>	<u>Additions</u>	<u>Reductions</u>	<u>December 31,</u> <u>1999</u>
Land	\$339,890	\$ -	\$ -	\$339,890
Land improvements	<u>366,163</u>	<u>2,292</u>	<u>-</u>	<u>368,455</u>
	<u>\$706,053</u>	<u>\$ 2,292</u>	<u>\$ -</u>	<u>\$708,345</u>

Note 6. Leases

The Harbor and Terminal District has no capital or operating leases at December 31, 1999; however, as lessor, the District has leased the following parcels of land:

- A. Lease for 13.97 acres of land to Port Aggregates, Incorporated, with a lease expiration date of August 31, 2002. The lease includes graduated payments ranging from \$236 to \$336 each month.

- B. Lease for 15.5563 acres of land to Acadiana Export, Inc. The lease payments are \$1,500 each year with one-half payable on February 15th of each year and one-half payable on August 15th of each year.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 7. Long-Term Debt

Changes in general long-term debt during 1998 are as follows:

Balance at December 31, 1998	\$105,000
Less: Principal reductions	<u>(25,000)</u>
Balance at December 31, 1999	<u>\$ 80,000</u>

On November 12, 1992, the District sold \$220,000 of certificates of indebtedness with an interest rate of 6.500%. The certificates require annual payments of \$28,575 to \$31,950, through November 1, 2002. The annual requirements to amortize the debt as of December 31, 1999 including interest payments of \$10,725 are as follows:

Year Ending <u>December 31</u>	
2000	\$ 30,200
2001	28,575
2002	<u>31,950</u>
	<u>\$ 90,725</u>

Note 8. Per Diem to Board of Commissioners

The board members do not receive any compensation for attendance of meetings. The board members at December 31, 1999 include:

Lonnie Conner	Guilliam Moore, Jr.
Robert Dale Thibodeaux	Ernest "Sheeney" Gautreaux
Stephen Broussard	Kate T. Bangle

Note 9. Due To/From Other Funds

Individual fund balances due to/from other funds at December 31, 1999 are as follow:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General fund	\$ 20,530	\$ -
Capital projects fund:		
Port access road fund	<u>-</u>	<u>20,530</u>
	<u>\$ 20,530</u>	<u>\$ 20,530</u>

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 10. Port Access Road

As of December 31, 1999, the District has incurred costs of \$1,015,782 in planning, acquiring, and constructing a port access road. The project is being funded through bond proceeds and grant revenue. Grant revenue of \$46,985 is included in the current year financial statements. The port access road is substantially complete; however, the District has not accepted the project and, accordingly, has not paid the final retainer of \$34,476. The contractor has filed a suit against the District for such payment.

Note 11. Deficit Fund Balance

At December 31, 1999, the District's capital projects fund has a deficit fund balance of \$11,948.



BROUSSARD, POCHE, LEWIS & BREAUX, L.L.P.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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Board of Commissioners
Mermentau River Harbor and Terminal District
Mermentau, Louisiana

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

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 no expenditures for material and supplies exceeding \$15,000 or public works exceeding \$100,000 for the year ended December 31, 1999.

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. However, for the year ended December 31, 1999, the District did not have any employees.

Eugene C. Gilder, CPA*
Donald W. Kelley, CPA*
Robert Lemaire II, CPA*
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Scott J. Broussard, CPA*
L. Charles Abshire, CPA*
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Certified Public Accountants
Society of Louisiana Certified
Public Accountants
* A Professional Accounting Corporation

Board of Commissioners
Mermentau River Harbor and Terminal District

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

For the year ended December 31, 1999, the District did not have any employees.

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.

As noted in agreed-upon procedure (3), the District did not have any employees for the year ended December 31, 1999.

Budgeting

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

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

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 December 16, 1998 which indicated that the budget had been adopted by the commissioners of Mermentau River Harbor and Terminal District. We traced the adoption of the amended budget to the minutes of a meeting held on December 15, 1999 which indicated that the amended budget had been adopted by the commissioners.

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.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not vary from 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;

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 six 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.

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).

Mermentau River Harbor and Terminal District is currently advertising notice of meetings in a local journal.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We scanned copies of bank deposit slips for the period under examination and did not note any 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.

The District did not have any employees during the year ended December 31, 1999.

Prior Comments and Recommendations

12. Review any prior year suggestions, recommendations and/or comments and indicate the extent to which such matters have been resolved.

Our prior year report dated March 3, 1999, did not include any comments or unresolved matters.

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.

Board of Commissioners
Mermentau River Harbor and Terminal District

This report is intended solely for the use of management of Mermentau River Harbor and Terminal District 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.

BROUSSARD, POCHÉ, LEWIS & BREAU, L.L.P.

Crowley, Louisiana
March 10, 2000

MERMENTAU RIVER HARBOR
AND TERMINAL DISTRICT

LOUISIANA ATTESTATION QUESTIONNAIRE

MARCH 15, 2000

Broussard, Poche', Lewis & Breaux

P. O. Box 307

Crowley, LA 70527-0307

DECEMBER 31, 1999

In connection with your compilation of our financial statements as of [date] 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 (date of *MARCH 15, 2000* completion/representations).

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 [] No []

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

Yes [] No []

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

Yes [] No []

Meetings

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

Yes [] 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 [] 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 [] 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.

Kate T. Bungle Secretary March 15, 2000 Date

Treasurer _____ Date

Stephen S. Broussard President March 15, 2000 Date