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WEST BATON BOUGH WARDEN
1A Component Unit of WEST BATON BOUGH PARISH COUNCIL
East Allen, Louisiana
Annual Financial Statements
Year Ended December 31, 1963

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

Release Date 3-24-64

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Certified Public Accountant

Donald C. DeVille

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REPORT OF INDEPENDENT ACCOUNTANT

February 2, 2004

To the Board of Directors
West Baton Rouge Museum
Fort Allen, Louisiana

I have audited the accompanying basic financial statements of the West Baton Rouge Museum, a component unit of the West Baton Rouge Parish Council, as of and for the year ended December 31, 2003, as listed in the Table of Contents. These basic financial statements are the responsibility of the Museum's management. My responsibility is to express an opinion of these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I 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 accounts 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. I believe that my audit provided a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the West Baton Rouge Museum as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the West Baton Rouge Museum has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis-For State and Local Governments, as of December 31, 2003.

The budgetary information on page 28, is not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express an opinion on it.

The West Baton Rouge Museum has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with Government Auditing Standards, I have also issued a report dated February 3, 2004, on our consideration of West Baton Rouge Museum's internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

Donald C. Duville

WEST BATON BOUGE MUSEUM

(A Component Unit of The West Baton Rouge Parish Council)

FOUR ALANS, LOUISIANA**STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET
DECEMBER 31, 2003**

	GENERAL FUND	ADJUSTMENTS (NOTE 3)	STATEMENT OF NET ASSETS
ASSETS:			
Cash & Cash Equivalents	204,001	0-0-	204,001
Investments - Long	328,810	-0-	328,810
Taxes Receivable	303,730	-0-	303,730
Intergovernmental Receivable	3,040	-0-	3,040
Inventory	1,430	-0-	1,430
Fixed Assets	-0-	133,820	133,820
Total Assets	793,001	133,820	927,659
LIABILITIES:			
Current Liabilities			
Current Portion of Loans	0-0-	230,000	230,000
Intergovernmental Payable	14,590	-0-	14,590
Accrued Wages	1,696	-0-	1,696
Compensated Absences Payable	11,785	-0-	11,785
Deferred Taxes	333,636	-0-	333,636
Non-current Liabilities			
Loans Payable	-0-	300,000	300,000
Total Liabilities	421,707	330,000	646,707
FUND BALANCES/NET ASSETS			
FUND BALANCES:			
Unreserved	372,124	(372,124)	-0-
Total Liabilities and Fund Balances	793,001	-0-	-0-
NET ASSETS:			
Unrestricted	-0-	300,000	300,000
Total Liabilities And Net Assets	-0-	133,820	927,659

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

WEST BATON ROUGE PARISH MUSEUM

(A Component Unit Of The West Baton Rouge Parish Council)

POST ALLEN, LOUISIANA**STATEMENT OF STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUNDS REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEAR ENDED DECEMBER 31, 2003**

	GENERAL FUND	ADJUSTMENTS (Note 4)	STATEMENT OF ACTIVITIES
EXPENDITURES			
CULTURE AND RECREATION			
Salaries	\$156,153	\$11,785	\$167,938
Fringe Benefits	33,368	-0-	33,368
Operating Services	172,187	-0-	172,187
Material And Supplies	15,134	-0-	15,134
Travel	3,958	-0-	3,958
Intergovernmental	18,740	-0-	18,740
Depreciation	-0-	13,955	13,955
Capital Expenditures	5,753	(5,753)	-0-
Debt Service			
Principal	25,000	125,000	-0-
Interest	13,750	-0-	13,750
Total Expenditures/Expenses	380,015	(5,013)	385,002
PROGRAM REVENUES:			
Fees, Fines and Charges	18,229	-0-	18,229
Net Program Expense	372,788	19,013	388,773
GENERAL REVENUES:			
Property Taxes	381,158	-0-	381,158
State Revenue Sharing	4,530	-0-	4,530
Other Grants	2,840	-0-	2,840
Investment Income	8,997	-0-	8,997
Gifts and Donations	3,736	-0-	3,736
Miscellaneous	1,481	-0-	1,481
Total General Revenue	400,732	-0-	400,732
Excess of General Revenues Over Expenditures	28,946	5,013	33,959
CHANGES IN NET ASSETS			
FUND BALANCES/NET ASSETS			
BEGINNING OF YEAR	343,188	550,422	893,610
END OF YEAR	372,134	555,435	927,569

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

WEST BATON ROUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The West Baton Rouge Museum (Museum) is a general museum (history and art) which largely deals with the past and present activities of West Baton Rouge Parish. Permanent and temporary exhibits are housed at the Museum, illustrating the area's history and art, both from this area and further afield. Two historic buildings are also on site and are part of our interpretive program. Numerous educational programs and workshops are held throughout the year.

The West Baton Rouge Museum Board was established by Act No. 128 of the Louisiana Legislature in 1991, under the provisions of Louisiana Revised Statutes 25:1201 through 25:1213.

The 2000 census population of West Baton Rouge Parish was 21,601. The Museum has about ten thousand visitors annually and employs approximately 10 full/part time people.

BASIS OF PRESENTATION

The accompanying financial statements of the West Baton Rouge Parish Museum have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments, issued in June 1999. Certain of the significant changes in the statement include:

1. Financial statements prepared using full accrual accounting.
2. A change in the fund financial statements focus on the major funds.

B. REPORTING ENTITY

The Museum does not possess all the corporate powers to make it a legally separate entity and the West Baton Rouge Parish Council holds the Museum's corporate powers. For this reason, the Museum is a component unit of the West Baton Rouge Parish Council, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Museum and do not present information on the parish council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

WEST BATON BOUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2011

C. FUND ACCOUNTING

The Museum uses funds to maintain its financial records during the year. 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 defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

GOVERNMENTAL FUNDS

Governmental funds are used to account for all or most of the Museum's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they are to be paid. The difference between a governmental fund's assets and liabilities is reported as fund balances. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Museum. The following are the Museum's governmental funds:

General Fund - the primary operating fund of the Museum and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Museum policy.

D. MEASUREMENT FOCUS/BASE OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of Statements A and B, 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. The statements of revenue, expenditures and changes in fund balances reports the sources (i.e. revenue and other financing sources) and uses (i.e. expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustments to a government-wide view of the Museum operations.

WEST BATON BOUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

The amounts reflected in the General Fund of Statement A and B, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Museum considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures.

Revenues

Major revenue sources susceptible to accrual include: property taxes, intergovernmental revenue, investment income.

Expenditures

The major expenditures are: salaries, supplies, capital outlay and intergovernmental.

Deferred Revenue

Deferred revenues arise when resources are received by the Museum before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the Museum has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Government-Wide Financial Statements (GNFS)

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the Museum as a whole excluding the fiduciary activities such as employee pension plans. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities, resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, **Accounting and Financial**

WEST BATON ROUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
FOUR ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

Accounting for Non-exchanged Transactions.

Program Revenues

Program revenues included in the column labeled Statement of Activities are derived directly from Museum users as a fee for services; program revenues reduce the cost of the function to be financed from the Museum's general revenues.

BUDGETS

The Museum uses the following budget practices:

1. Annually in the fall of each year the parish librarian, submits a proposed operating budget for the general fund prepared on the cash basis, to the Board of Control for adoption.
2. The Council conducts public hearings on the budget, which must be adopted by December 15. At year end, public notices affording the public the opportunity to participate in the budget process, appeared in the November issues of the West Side Journal, the official journal of the parish.
3. Budget amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the respective Board of Control.
4. All unencumbered budget appropriations, lapse at the end of each fiscal year.

CASH AND CASH EQUIVALENTS

Cash includes accounts in demand deposits, interest bearing demand deposits and money market accounts. Under state law, the museum 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 principal offices in Louisiana.

INSURANCE ITEMS

Insurance and similar services which extend over more than one accounting period have been recognized as expenditures when paid.

WEST BATON BOUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
FOST ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

CAPITAL ASSETS

Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Museum maintains a threshold level of \$5,000 or more for capitalized capital assets.

Capital assets are recorded in the Statement of Net Assets and the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets other than land are depreciated using the straight line method over the following useful lives:

Furniture and fixtures	10 years
Museum Collection	18 years

COMPENSATED ABSENCE

Employees earn vacation (annual leave) in varying amounts according to years of service (between 1/6 day per month and 1 1/4 day per month).

The Museum's recognition and measurement criteria for compensated absences follows:

GAAP Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

WEST BATON BOUGE PARISH MUSEUM
 (A Component Unit of The West Baton Rouge Parish Council)
POST ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 2 - LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 2003 follows:

FUND	MILLS	EXPIRATION DATE	PROPERTY ASSESSED VALUATIONS	TAXES
				ASSESSED FOR GENERAL PURPOSES
General Fund				
Museum Tax	2.00	2013	<u>\$321,506,860</u>	<u>\$642,730</u>

The following are the principal taxpayers for the parish:

TAXPAYER	TYPE OF BUSINESS	ASSESSED VALUATION	% OF TOTAL ASSESSED VALUATION	AD VALOREM TAX REVENUE FOR MUSEUM
Low Chemical Co	Chemicals	\$40,687,078	12.34%	\$81,348
Exxon Corporation	Oil Storage	18,325,938	5.68%	37,848
Shintech LA	Chemicals	8,464,968	2.63%	17,290
Picard Refining Co	Oil Refinery	8,320,808	2.59%	16,848
Cargill, Inc.	Grain	5,481,918	1.71%	10,964
	Totals	<u>\$1,683,640</u>	<u>43.35%</u>	<u>144,348</u>

NOTE 3 - RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE TO NET ASSETS OF GOVERNMENTAL ACTIVITIES

Total Governmental Fund Balance	\$370,124
Accounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	133,826
Long-term liabilities, including loans payable, are not due and payable in the current period and therefore are not reported in the funds.	<u>1225,000</u>
Net Assets of Governmental Activities	<u>282,952</u>

WEST BATON ROUGE PARISH MUSEUM
 (A Component Unit Of The West Baton Rouge Parish Council)
POST ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 4 - RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Net Change in Fund Balances-Total Governmental Funds	\$28,346
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	(4,300)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of assets.	23,000
Some expense reported in the statement of activities such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	(12,780)
	<hr/>
Net Assets of Governmental Activities	\$3,966
	<hr/>

NOTE 5 - CASH AND CASH EQUIVALENTS

At December 31, 2003, the Museum has cash and cash equivalent (bank balances) totaling \$44,482.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2003, the Museum had \$46,183 in deposits (collected bank balances).

These deposits are insured from risk by \$46,183 of federal deposit insurance and 98% of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

WEST BAYOU ROUGE PARISH SCHOOL
(A Component Unit Of The West Baton Rouge Parish Council)
FOUR ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 4 - INVESTMENTS

Investments held at December 31, 2003, consist of \$188,908 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 190.126, the investment in LAMP at December 31, 2003, is not categorized in the three risk categories provided by GASB Codification Section 190.123 because the investments is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2355.

Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 513, Act 701) enacted LA-R.S. 33:2355(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivision of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States Corporations." Effective October 1, 2003, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 90 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the chief treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

WEST BATON BOULE PARISH MISSEM
 (A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 7 - RECEIVABLES AND PAYABLE

A. A Summary of Receivables at year end follows:

<u>CLASS OF RECEIVABLES</u>	<u>GENERAL FUND</u>
Ad Valorem Taxes	\$365,726
State Shared Revenue	3,048
Total	<u>368,774</u>

Accounts receivable are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. If they are subsequently collected they are recorded as miscellaneous income. The direct charge-off method is not a material departure from GAAP as it approximates the valuation method.

NOTE 8 - CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2003, is as follows:

<u>Governmental Activities</u>	<u>Balance</u> <u>12-31-02</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12-31-03</u>
Buildings	\$113,500	0-0-	-0-	\$113,500
Equipment	188,848	8,753	-0-	197,601
Subtotal	<u>302,348</u>	<u>8,753</u>	<u>-0-</u>	<u>311,101</u>
Accumulated Depreciation:				
Buildings	22,500	3,813	-0-	26,313
Equipment	53,818	11,143	-0-	64,961
Subtotal	<u>76,318</u>	<u>14,956</u>	<u>-0-</u>	<u>91,274</u>
Net Capital Assets	<u>226,030</u>	<u>(6,203)</u>	<u>-0-</u>	<u>219,827</u>

WEST BATON BOUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 4 - DEFERRED TAXES

Deferred Taxes at year-end comprises of:	
Deferred Ad Valorem Taxes	\$389,064
Deferred State Revenue Sharing	4,572
Total	<u>393,636</u>

NOTE 15 - PENSION PLAN AND RETIREMENT COMMITMENTS

Plan Description.

Substantially all Museum's employees are members of the Parochial Employees' Retirement System of Louisiana ("System"), a multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and separate benefit provisions. All employees of the Museum are members of Plan A. All permanent Museum employees working at least 28 hours a week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System.

Under Plan A, employees who retire at or after age 50 with at least 10 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, payable monthly for life, equal to 1 per cent of their final-average salary for each year of creditable service. However, for most employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to one per cent of final average salary plus \$14 for each year of supplemental plan only service earned prior to January 1, 1980. 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 above 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 Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70803-0619, or by calling (225) 328-1951.

WEST BATON ROUGE PARISH MUSEUM
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PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

Funding Policy

Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the Museum is required to contribute at an actuarially determined rate. The current rate is 5.5 % of annual covered payroll. Contributions to the System also include one-fourth of 1 % of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B, based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Museum are established and may be amended by state statute.

As provided by Louisiana Revised Statute 11:153, the employee 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 Museum's contributions to the system under Plan A for the years ended December 31, 2000, 2001, and 2002, were \$8,973, \$9,388, and \$9,371, respectively, equal to the required contributions for each year.

NOTE 11 - POST-RETIREMENT BENEFITS

The West Baton Rouge Museum does not offer any post-retirement benefits.

NOTE 12 - COMPENSATED ABSENCE

At December 31, 2003, employees of the Museum have accumulated and vested \$31,788 of employee leave benefits, which was computed in accordance with GASB Codification Section 060. Of this amount, all is recorded as an obligation of the general fund.

NOTE 13 - LITIGATION AND CLAIMS

As of December 31, 2003, the Museum has represented there was no litigation pending against the West Baton Rouge Museum, nor was the Museum aware of any unasserted claims.

No claims or litigation costs were incurred in the current year.

WEST BATON ROUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

NOTE 14 - COMPENSATION PAID TO BOARD MEMBERS

In compliance with the Museum Law of Louisiana (Act 16 of 1926), no compensation is paid to any member of the Board of Control.

NOTE 15 - ON-BEHALF PAYMENTS

The West Baton Rouge Parish Council provides the Museum its building.

NOTE 16 - RISK MANAGEMENT

The Museum is exposed to various risks of loss related to torts, theft of, damage of and destruction of assets; errors and omissions and natural disasters for which the Museum carries commercial insurance. There have been no significant reductions in coverage from prior year and settlements have not exceeded coverage in the past three years.

REQUIRED SUPPLEMENTAL INFORMATION

WEST BATON BOUGE PARISH MUSEUM
 (A Component Unit of the West Baton Rouge Parish Council)

PORT ALLEN, LOUISIANA
GOVERNMENTAL FUND - GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET (NON-GRANT BASIS) AND ACTUAL
FOR YEAR ENDED DECEMBER 31, 2008

	<u>BUDGET</u>	<u>AMOUNTS</u>	<u>ACTUAL</u>	<u>BUDGET TO GRANT</u>	<u>ACTUAL</u>
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>BASIS</u>	<u>DIFFERENCES</u>	<u>GRANT</u>
				<u>OVER (UNDER)</u>	<u>BASED</u>
REVENUES					
Ad Valorem Taxes	\$315,000	\$315,000	0-0	0-0	\$311,150
State Shared Revenue	0-0	1,500	0-0	0-0	4,800
Other Grants	5,000	2,500	0-0	0-0	2,000
Fees and Charges	10,000	10,000	0-0	0-0	10,000
Interest	2,500	5,300	0-0	0-0	4,900
Gifts	2,500	1,500	0-0	0-0	2,750
Miscellaneous	2,000	2,000	0-0	0-0	1,451
TOTAL REVENUES	<u>347,500</u>	<u>356,600</u>	<u>0-0</u>	<u>0-0</u>	<u>418,901</u>
EXPENDITURES					
CULTURE AND RECREATION					
CURRENT					
RAISES	170,000	140,000	0-0	0-0	188,183
FRISK RECEIPTS	10,000	23,000	0-0	0-0	23,300
OPERATING SERVICE	79,000	123,000	0-0	0-0	122,150
SUPPLIES	14,000	14,000	0-0	0-0	15,100
TRAVEL	3,000	3,000	0-0	0-0	2,950
INTERGOVERNMENTAL	1,500	1,500	0-0	0-0	15,340
CAPITAL OUTLAY	5,000	20,000	0-0	0-0	9,783
DEBT SERVICE					
PRINCIPAL	25,000	35,000	0-0	0-0	25,000
INTEREST	0-0	7,000	0-0	0-0	13,780
TOTAL EXPENDITURES	<u>308,500</u>	<u>366,800</u>	<u>0-0</u>	<u>0-0</u>	<u>390,615</u>
EXCESS (DEFICIENCY) OF					
REVENUE OVER					
EXPENDITURES					
	39,000	89,800	0-0	0-0	28,286
FUND BALANCE, JAN 1	<u>343,100</u>	<u>343,100</u>	<u>0-0</u>	<u>0-0</u>	<u>343,100</u>
FUND BALANCE, DEC 31	<u>402,000</u>	<u>381,900</u>	<u>0-0</u>	<u>0-0</u>	<u>371,386</u>

Certified Public Accountant



Donald C. DeVille

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

February 3, 2004

To the Board of Control
West Baton Rouge Parish Museum
Port Allen, Louisiana

I have audited the financial statements of the West Baton Rouge Parish Museum as of and for the year ended December 31, 2003, and have issued my report thereon dated February 3, 2004. I conducted my 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 West Baton Rouge Parish Museum's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests revealed an instance of noncompliance that is required to be reported under Government Auditing Standards.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit, I considered West Baton Rouge Museum's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operations that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely affect its ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions are described in the accompanying schedule of findings. 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. I 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 and use of management, board members, and federal awarding agencies, pass-through entities, and state Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statutes 24:913, this report is distributed by the Legislative Auditor as a public document.



WEST BATON BOUGE PARISH MERRIM
 (A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2003

FISCAL YEAR FINDING REF. INITIALS NO. COVERED	DESCRIPTION OF FINDING	CORRECTIVE ACTION TAKEN (YES, NO, PARTIAL/Y)	PLANNED
			CORRECTIVE ACTION/PARTIAL CORRECTIVE ACTION TAKEN

NONE

WEST BATON ROUGE PARISH MUSEUM
(A Component Unit Of The West Baton Rouge Parish Council)
PORT ALLEN, LOUISIANA
SCHEDULE OF CURRENT YEAR'S FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2022

REPORTABLE CONDITION: Actual Expenditures exceeded budgeted expenditures by \$4 or \$33,165.

CRITERIA: LA Rev. Stat 39:1318 states that total actual expenditures should not exceed budgeted expenditures by five percent.

CAUSE: The over expenditures were due to the Museum's construction of a new building wing.

EFFECT: There is no material effect to these financial statements.

RECOMMENDATION: I recommend that the Museum monitor its expenditures.

MANAGEMENT RESPONSE: Management will monitor its expenditures more closely.

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WEST BATON BOONE PARISH MUSEUM

(A Component Unit of The West Baton Rouge Parish Council)

FOOT ALLEN, LOUISIANA

CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2003

<u>REF</u> <u>NO.</u>	<u>DESCRIPTION</u> <u>OF FINDING</u>	<u>CORRECTIVE</u> <u>ACTION</u> <u>PLANNED</u>	<u>NAME OF</u> <u>CONTACT</u> <u>PERSON</u>	<u>ANTICIPATED</u> <u>COMPLETION</u> <u>DATE</u>
1.	Actual Expenditures Exceeded Budgeted Expenditures.	Museum To Monitor its Expenditures More Closely.	Caroline Kennedy	To Begin Immediately

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