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CIVIL SERVICE DIVISION

**HOUSING AUTHORITY OF SOUTHWEST ACADIA CONSOLIDATED**  
**REPORT ON EXAMINATION OF**  
**FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA**  
**(UNAUDITED)**  
**TWELVE MONTHS ENDED SEPTEMBER 30, 1993**

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 reports are 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 3-31-2014

**Mike Estes, P.C.**  
A Professional Accounting Corporation

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MEMBER  
AMERICAN BOARD-CERTIFIED  
PUBLIC ACCOUNTANTS

MIKE ESTES, CPA

**Board of Commissioners**  
**Housing Authority of Southwest Acadia Consolidated**  
**Entreewood, Louisiana**

We have compiled the accompanying annual sworn general purpose unaudited financial statements of the Housing Authority of Southwest Acadia Consolidated for the year ended September 30, 2003, in accordance with Statements on Standards for Accounting and Review Services.

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

We have also performed agreed-upon procedures to test representations included in the Louisiana Attachment Questionnaire for the year-ended September 30, 2003, all included therein.

Mike Estes, P.C.  
Fort Worth, Texas  
March 11, 2004

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
COMBINED BALANCE SHEET - ENTERPRISE FUNDS

YEAR ENDED SEPTEMBER 30, 2005

**ASSETS**

<b>Current Assets</b>	
Cash and cash equivalents	\$ 18,110
Investments	81,488
Accounts receivable (net of allowance for doubtful accounts of zero)	82
Prepaid items and other assets	10,048
Inventory	444
	<hr/>
Total Current Assets	110,082
<b>Restricted Assets</b>	
Treasury deposits	2,890
	<hr/>
<b>Fixed Assets</b>	
Land, buildings, and equipment (net)	680,245
	<hr/>
<b>TOTAL ASSETS</b>	<b>796,487</b>

**LIABILITIES AND FUND EQUITY**

<b>Current Liabilities</b>	
Accounts payable	193
Deferred revenue	390
Compensated absences payable	1,661
Accrued FLEOT	3,242
	<hr/>
Total Current Liabilities	6,788
<b>Current Liabilities Payable from Current Restricted Assets</b>	
Deposits due others	2,890
	<hr/>
<b>Noncurrent Liabilities</b>	
Compensated absences payable	2,817
	<hr/>
Total Liabilities	12,565
<b>Fund Equity</b>	
Contributed capital	400,259
Retained earnings:	
Unreserved	383,663
	<hr/>
Total Fund Equity	783,922
	<hr/>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 796,487</b>

See accompanying notes and accountants' report.

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
 COMBINED STATEMENT OF REVENUES, EXPENSES AND  
 CHANGES IN FUND EQUITY - ENTERPRISE FUNDS

YEAR ENDED SEPTEMBER 30, 2003

OPERATING REVENUES	
Dwelling rental	\$ 72,368
Total revenues	<u>72,368</u>
OPERATING EXPENSES	
Administration	37,663
Tenant services	61
Utilities	17,672
Ordinary maintenance & operations	48,889
General expenses	27,994
Nonroutine maintenance	2,700
Depreciation	<u>182,319</u>
Total operating expenses	<u>317,108</u>
Income (loss) from Operations	<u>(164,731)</u>
Non operating revenues (expenses)	
Interest earnings	1,297
Federal grants	<u>181,823</u>
Total Non-operating revenues (expenses)	<u>183,120</u>
NET INCOME (LOSS)	28,389
Depreciation on fixed assets acquired by contribution	<u>86,613</u>
Increase in retained earnings	<u>115,004</u>
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>298,619</u>
RETAINED EARNINGS AT END OF YEAR	<u>413,623</u>
CONTRIBUTED CAPITAL AT BEGINNING OF YEAR	486,872
Depreciation transferred from retained earnings	<u>(56,613)</u>
CONTRIBUTED CAPITAL AT END OF YEAR	<u>430,259</u>
FUND EQUITY, END OF YEAR	<u>\$ 783,822</u>

See accompanying notes and accountants' report.

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
COMBINED STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS

YEAR ENDED SEPTEMBER 30, 2003

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating income (loss)	\$ (164,731)
Adjustments to reconcile net income (loss) to Net cash provided by operating activities	
Depreciation	100,219
Changes in operating current assets and liabilities:	
Increase in accounts receivables	(82)
Increase in prepaid items and other assets	(544)
Increase in inventory	(198)
Decrease in deposits due others	(830)
Decrease in defined revenues	(515)
Decrease in accrued PILOT	(160)
Decrease in liability for compensated absences	(2,325)
	<u>68,439</u>
<b>NET CASH PROVIDED(USED) BY OPERATING ACTIVITIES</b>	<u>68,439</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Federal grants	83,461
Increase in long-term portion of compensated absences	2,917
	<u>86,378</u>
<b>NET CASH PROVIDED(USED) BY NONCAPITAL FINANCING ACTIVITIES</b>	<u>86,378</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Federal grants	118,362
Construction costs and purchase of equipment	(114,282)
	<u>(5,920)</u>
<b>NET CASH PROVIDED(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(5,920)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Increase in investments	(81,488)
Decrease in restricted assets	830
Interest earnings	1,297
	<u>(79,361)</u>
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>(79,361)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>(87,240)</u>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<u>83,390</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>\$ 18,150</u>

See accompanying notes and accountants' report.

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
 NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2009

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HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying general-purpose financial statements of the Housing Authority of Southwest Acadia Consolidated have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**A. BASIS OF PRESENTATION** Housing Authorities are chartered as a public corporation under the laws (LSA/R.S. 40:391) of the state of Louisiana for the purpose of providing safe and sanitary dwelling accommodations. This creation was contingent upon the local governing body of the city declaring a need for the Housing Authority to function in such city. The Housing Authority is governed by a five-member board of Commissioners. The members, appointed by the Honorable Mayors of Iberwood and Mermentau, Louisiana, serve staggered multi-year terms.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-cost housing programs in the United States. Accordingly, HUD has entered into an annual contributions contract with the Housing Authority for the purpose of assisting the Housing Authority in financing the acquisition, construction and leasing of housing units and to make annual contributions (subsidies) to the Housing Authority for the purpose of maintaining this low-cost character.

The Housing Authority had 34 units in Low Rent management in one project.

Program	Contract Number	Number Of Units
PHA owned housing	PW-850	34

**B. REPORTING ENTITY** GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

The Housing Authority is a related organization of the Cities of Iberwood and Mermentau, Louisiana since the Cities of Iberwood and Mermentau, Louisiana appoint a voting majority of the Housing Authority's governing board. The Cities of Iberwood and Mermentau, Louisiana are not financially accountable for the Housing Authority as they cannot impose their will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the Cities of Iberwood and Mermentau, Louisiana. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the Cities of Iberwood and Mermentau, Louisiana.



HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the Housing Authority to impose its will on that organization's body, and;
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Housing Authority.
2. Organizations for which the Housing Authority does not appoint a voting majority but are fiscally dependent on the Housing Authority.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

**C. FUNDS** The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

All funds of the Housing Authority are classified as proprietary. Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which together with the maintenance of equity, is an important financial indicator.

Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus for all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The Housing Authority has elected, pursuant to GASB Statement No. 28, to apply all GASB pronouncements and only FASB pronouncements issued before November 30, 1989.

## **B. BUDGETS**

**General Budget Policies** The following summarizes the budget activities of the Housing Authority during the year ended September 30, 2003:

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

The Housing Authority adopted budgets for all HUD-funded programs. The budget is controlled by fund at the function level. All appropriations lapse at year end. Budgets are prepared on the modified accrual basis of accounting.

The Executive Director is authorized to transfer amounts between line items within any fund, with the exception of salaries, provided such does not change the total of any function.

**E. CASH AND CASH EQUIVALENTS** Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Housing Authority may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at the lower of market or cost.

**F. INVESTMENTS** Investments are limited by R.S. 33:2853 and the Housing Authority's investment policy. If the original maturities of investments exceed 90 days they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/penned as per GASB Statement No. 31:

Investments in amortizing interest-bearing contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

The Housing Authority reported at amortized cost money market investments amortizing interest-bearing investment contracts that have a remaining maturity at time of purchase of one year or less.

**Definitions:**

Interest-bearing investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

**G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES** During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

**H. INVENTORY AND PREPAID ITEMS** Inventories consist of expendable supplies held for consumption stated on a lower of cost or market on a first-in, first-out basis. They are reported at cost which is recorded as an expenditure at the time individual inventory items are used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid expenses consist of prepaid insurance.

**I. FIXED ASSETS** Fixed assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Interest costs during construction have not been capitalized. Straight-line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	33 years
Building improvements	15 years
Furniture and fixtures	5 to 7 years
Computers	3 years

**J. COMPENSATED ABSENCES** The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

**K. DEFERRED REVENUES** The Housing Authority reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the Housing Authority before it has a legal claim to them, at which point monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

**L. USE OF ESTIMATES** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

**NOTE 2 - CASH, CASH EQUIVALENTS, AND INVESTMENTS** At September 30, 2003 the Housing Authority has Cash equivalents, and investments totaling \$102,368 as follows:

Cash on hand	\$	108
Interest-bearing demand deposits		20,868
Time deposits		81,498
Total	\$	102,368
Cash and cash equivalents	\$	18,118
Cash and cash equivalents - restricted		2,838
Investments		81,498
Total	\$	102,368

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 September 30, 2003, the Housing Authority's carrying amount of deposits was \$102,368 and the bank balance was \$113,058. Of the bank balance, \$100,000 was covered by federal depository insurance (GASB Category 1). The remaining \$13,058 was collateralized with securities held by the pledging financial institution's trust department or agent but in the Housing Authority's name (GASB Category 2).

Investments during the year were solely in time deposits at banks.

**NOTE 3 - RECEIVABLES** the receivables of 582 at September 30, 2003, are as follows:

<i>Class of Receivables</i>		
Local sources		
Other	\$	82
Total	\$	82

**HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

**YEAR ENDED SEPTEMBER 30, 2003**

**NOTE 4 – FIXED ASSETS** The changes in general fixed assets are as follows:

	Balance 9/30/02	Additions	Deletions	Balance 9/30/03
Land and buildings	\$ 2,363,047	\$ 92,732	\$ 0	\$ 2,455,769
Furniture and equipment	86,648	3,938	1,258	89,328
Construction in progress	48,134	17,639	0	65,793
Total	<u>2,497,829</u>	<u>114,309</u>	<u>1,258</u>	<u>2,610,880</u>
Less: accumulated depreciation:				
Buildings	2,154,163	84,360	0	2,238,523
Furniture and equipment	72,112	7,938	1,258	81,308
Total	<u>2,226,275</u>	<u>92,298</u>	<u>1,258</u>	<u>2,319,831</u>
Fixed assets, net	<u>\$ 271,554</u>	<u>\$ 22,011</u>	<u>\$ 0</u>	<u>\$ 293,565</u>

**NOTE 5 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Renewal and Local Agency Retirement Plan which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan from the first anniversary date of the employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant in the plan is required to make a monthly contribution equal to 3.3 percent of his effective compensation. The employer is required to make monthly contributions equal to 8 percent of each participant's effective compensation.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are used to offset future contributions of the Housing Authority.

The Housing Authority's contribution was calculated using the base salary amount of \$36,262. The Housing Authority made the required contributions of \$5,375 for the year ended September 30, 2003, of which \$2,901 was paid by the Housing Authority and \$2,474 was paid by employees. No payments were made out of the forfeiture account.

**NOTE 6 – ACCOUNTS PAYABLE** The payables of \$194 at September 30, 2003, are as follows:

Payroll withholdings	\$ 194
	<u>\$ 194</u>

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED SEPTEMBER 30, 2003

**NOTE 7 – COMPENSATED ABSENCES** At September 30, 2003, employees of the Housing Authority have accumulated and vested 33,978 of employee leave benefits, which was computed in accordance with GASB Codification Section C68. These amounts are recorded as liabilities in the funds from which payment will be made.

**NOTE 8 – GENERAL LONG-TERM OBLIGATIONS** The following is a summary of the long-term obligation transactions for the year ended September 30, 2003.

	Compensated Absences
Balance, 9/30/02	\$ 0
Additions	2,917
Deductions	0
Balance, 9/30/03	\$ 2,917

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

**Litigation** The Housing Authority is not presently involved in litigation.

**Construction Projects** There are certain renovation or construction projects in progress at September 30, 2003. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

**Grant Disallowances** The Housing Authority participates in a number of federally assisted grant programs. Although the grant programs have been audited in accordance with the Single Audit Act Amendments of 1996 and OMB circular No. A-133 through September 30, 2003, these programs are still subject to compliance audits. Housing Authority management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

## SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
 STATEMENT OF ACTUAL MODERNIZATION COST  
 ANNUAL CONTRIBUTION CONTRACT

YEAR ENDED SEPTEMBER 30, 2000

The Actual Modernization Costs are as follows:

	<u>2000</u> <u>Capital Funding</u>
Funds approved	\$ 92,722
Funds expended	<u>92,722</u>
Excess of funds approved	<u>\$ 0</u>
Funds advanced	\$ 92,722
Funds expended	<u>92,722</u>
Excess of funds advanced	<u>\$ 0</u>



HOUSING AUTHORITY OF SOUTHWEST ACADIA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED SEPTEMBER 30, 2003

CASH BASIS

		<u>2003</u> <u>Capital Funding</u>
Funds approved	\$	94,963
Funds expended		<u>65,794</u>
Excess of funds approved	\$	<u>28,769</u>
Funds advanced	\$	65,794
Funds expended		<u>65,794</u>
Excess of funds advanced	\$	<u>0</u>

HOUSING AUTHORITY OF SOUTHWEST ACADIA  
STATEMENT OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2000

FEDERAL GRANTOR PROGRAM TITLE	<u>CFDA NO.</u>	<u>PROGRAM EXPENDITURES</u>
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850	<u>81,463</u>
Public Housing Capital Fund	14.872	<u>110,362</u>
Total United States Department of Housing and Urban Development:		<u>191,825</u>
Total Expenditures of Federal Awards		<u>191,825</u>

Total Expenditures of Federal Awards

**HOUSING AUTHORITY OF SOUTHWEST ACADIA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**YEAR ENDED SEPTEMBER 30, 2003**

**NOTE 1 – GENERAL:** The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority of the City of Southwest Acadia Consolidated (the "Housing Authority"). The Housing Authority reporting entity is defined in note 1(A) to the Housing Authority's general-purpose financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, is included on the schedule.

**NOTE 2 – BASIS OF ACCOUNTING:** The accompanying Schedule of Expenditures of Federal Awards is prepared using the accrual basis of accounting, which is described in note 1(C) to the Housing Authority's general-purpose financial statements.

**NOTE 3 – RELATIONSHIP TO GENERAL-PURPOSE FINANCIAL STATEMENTS:** Federal awards revenues are reported in the Housing Authority's general-purpose financial statements as follows:

		Federal Sources
Enterprise Funds:		
Public Housing	\$	11,463
Capital Fund		170,363
Total	\$	181,826

**NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS:** Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

**NOTE 5 – FEDERAL AWARDS PROGRAMS:** For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures. In accordance with HUD Notice FHEO 98-14, "federal awards" do not include Housing Authority operating income from rents or investments (or other non-federal sources). In addition, debt service annual contribution payments made by HUD directly to fiscal agents for holders of Housing Authority bonds or for Housing Authority notes held by the federal financing bank (FFB), are not considered when determining if the Single Audit Act "federal awards expended" threshold is met by the Housing Authority in a fiscal year. In addition, the entire amount of operating subsidy received during the fiscal year is considered to be "expended" during the fiscal year.

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MIRE ESTES, P.C.

**Report on Agreed-upon Procedures**  
**Regarding Louisiana Assertion Questionnaire**

**Board of Commissioners**  
**Housing Authority of Southwest Acadia Consolidated**  
**Esteroe, Louisiana**

We have performed the procedures included in the *Louisiana Government Audit Guide and Southwest Acadia Consolidated* and the *Legislative Auditor, State of Louisiana*, solely to assist the users in evaluating management's assertions about the Authority's compliance with certain laws and regulations during the year ended September 30, 2003 included in the accompanying *Louisiana Assertion 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 seven expenditures to one contractor for capital improvements that totaled \$110,381. We examined documentation which indicated that all of these expenditures had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

***Code of Ethics for Public Officials and Public Employees***

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (2) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (2)] appeared on the list provided by management in agreed-upon procedure (2).

#### **Budgeting**

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

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

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 September 16, 2002 which indicated that the budget had been adopted by the commissioners by unanimous consensus. No amendments were made to the budget during the year.

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 exceed 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 exceed budgeted amounts by more than 5%.

#### **Accounting and Reporting**

8. Randomly select a minimum of 5 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 twenty-nine selected disbursements (including payroll that was also reviewed) and found that payment was for the proper amount and made to the correct payee.

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

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

C) determine whether payments received approval from proper authorities.

inspection documentation supporting each of the twenty-nine selected disbursements indicated approvals from the Executive Director and the chairman of the Board of Commissioners.

#### **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 42:13 (for open meetings law).

The Housing Authority of Southwest Acadia is only required to post a notice of each meeting and the accompanying agenda on the door of the PHA's office building. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

#### **Debt**

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

We inspected copies of all bank deposit slips for the period under examination and noted no 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.

A reading of the minutes of the Authority for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

Our prior year report, dated March 10, 2003, 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.

This report is intended solely for use of management of the Housing Authority 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Mike Esau, P. C.  
Fort Worth, Texas  
March 11, 2004

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

March 31, 2004, (Date Transmitted)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Auditors)

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 regulations 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 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  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  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, 1930, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Governmental Budget Act (LSA-RS 29:1301-34) or the budget requirements of LSA-RS 29:24.

Yes  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, 44:3, 44:31 and 44:36.

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 24:60, and/or 24:63, as applicable.

Yes  No

We have had our financial statements audited as compiled in accordance with LAS-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 1874 Louisiana Constitution, and LSA-RS 39:1419.80-1419.85.

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 14:118, 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 come subsequent to the issuance of your report.



Executive Director

3-5-04

Date



HOUSING AUTHORITY OF SOUTHWEST ACADIA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2003

Prior Audit Findings and Questioned Costs

There were no prior findings.

Current Findings

None

Management Letter Comments

M1 - Policies

The Assistant Executive Director plans on attending the Louisiana Housing Council meeting on March 23 and 24, 2004, which will cover a review of policies for both federal and state requirements.

On March 5, 2004, HUD Notice PIH 2004-01 was issued. It gives tenant income verification guidance.

After attendance at the conference, and review of PIH Notice 2004-1, the FHA should adopt an income verification policy.

Also, after attendance at the LHC conference, the FHA should adopt additional policies to comply with state law, including an ethics policy (the FHA does not use credit cards or cellular telephones).

M2 - Minutes

The FHA published the proceedings of its February 26, 2004 Board minutes in a local newspaper. The FHA should continue to publish the proceedings of its Board meetings.