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Lafayette Parish Law Library Commission

FINANCIAL STATEMENTS

December 31, 2003

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Release Date 3-31-04

**Lafayette Parish Law Library Commission
Lafayette, Louisiana**

Annual Financial Statements

As of and for the Year Ended December 31, 2003

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Affidavit and Revenue Certification

**Lafayette Parish Law Library Commission
Lafayette, Louisiana**

Annual Sworn Financial Statements and Certification of Revenues \$50,000 or less

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues of \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513 (1) (1) (c) (i).

Affidavit

Personally came and appeared before the undersigned authority, SUSAN HOLLIDAY
Who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the **Lafayette Parish Law Library Commission** as of **December 31, 2003**, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

In addition, SUSAN HOLLIDAY, who, duly sworn, deposes and says that the **Lafayette Parish Law Library Commission** received \$50,000 or less in revenues and other sources for the fiscal year ending **December 31, 2003** and accordingly is not required to have an audit for the previously mentioned fiscal year-end.

Susan Holliday
Signature

Sworn to and subscribed before me, this 29 day of March, 2004.

Joe Blum
Notary Public

Officer _____
Address _____

Telephone Number _____

Lafayette Parish Law Library Commission
Statement of Net Assets
December 31, 2003

ASSETS

CURRENT ASSETS:

Cash	\$ 30,921
Accounts receivable - court docket fees	1,956
Prepaid expenses with Lafayette Parish Bar Association	1,689
Total Current Assets	<u>34,566</u>

NONCURRENT ASSETS:

Capital Assets:	
Computer and security equipment	19,496
Less accumulated depreciation	<u>(13,025)</u>
Total Noncurrent Assets:	<u>6,471</u>

Total Assets	<u>\$ 41,037</u>
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LIABILITIES & NET ASSETS

LIABILITIES	<u>\$ -</u>
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NET ASSETS:

Invested in capital assets	6,471
Unrestricted Net Assets	<u>34,566</u>
Total Net Assets	<u>41,037</u>

Total Liabilities & Net Assets	<u>\$ 41,037</u>
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The accompanying notes are an integral part of this statement.

Lafayette Parish Law Library Commission
Statement of Revenues, Expenses,
and Changes in Fund Net Assets
For The Year Ended December 31, 2003

Operating Revenues		
Court costs, fees and reimbursements		\$26,821
Expenditures		
Operating services - accounting	\$ 568	
Insurance	765	
Maintenance	521	
Bank service charges	236	
Miscellaneous	55	
Telephone	192	
Subscriptions & updates	5,116	
Computer services	6,950	
Rent	1,000	
Material and supplies - postage, etc.	232	
Depreciation	2,784	
Total Expenditures		18,419
Operating Profit		8,402
Nonoperating Revenues - interest income		66
Change in Net Assets		8,468
Net Assets at Beginning of Year		32,569
Net Assets at End of Year		\$ 41,037

The accompanying notes are an integral part of this statement.

Lafayette Parish Law Library Commission
Statement of Activities
For The Year Ended December 31, 2003

	<u>Program Revenues</u>				Net (Expense) Revenue and Changes in Net Assets
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Lafayette Parish Law Library	\$ 18,419	\$ 26,821	\$ -	\$ -	\$ 8,402

General Revenues:

Taxes

State Appropriations

Grants and contributions not restricted to specific programs

Interest

Miscellaneous

Total General Revenues, Specific Items and Transfers

Change in Net Assets

Net Assets - beginning of year

Net Assets - end of year

66

66

8,468

32,569

\$ 41,037

The accompanying notes are an integral part of this statement.

Lafayette Parish Law Library Commission
Statement of Cash Flows
For The Year Ended December 31, 2003

Cash flows from operating activities		
Cash received from docket fees & users	\$ 25,600	
Cash payments to suppliers for goods and services	<u>(19,137)</u>	
Net cash provided by operating activities		\$ 6,463
Cash flows from noncapital financing activities		0
Cash flows from capital and related financing activities		
Equipment purchased		(5,362)
Cash flows from investing activities:		
Interest earned on demand deposit account		<u>66</u>
Net increase in cash		1,167
Cash at beginning of year		<u>29,754</u>
Cash at end of year		<u><u>\$ 30,921</u></u>
Reconciliation of operating profit to net cash used by operating activities:		
Operating profit		\$ 8,402
Adjustments to reconcile loss to net cash provided by operating activities:		
Depreciation	\$ 2,784	
Increase in receivables	(1,220)	
Decrease in payables	<u>(3,503)</u>	<u>(1,939)</u>
Net cash provided by operating activities		<u><u>\$ 6,463</u></u>

The accompanying notes are an integral part of this statement.

Lafayette Parish Law Library Commission
Lafayette, Louisiana

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Notes to the Financial Statements
As of and for the year ended December 31, 2003

NOTE A - Introduction and Summary of Significant Accounting Policies

Introduction

The Lafayette Parish Law Library Commission was established by Louisiana Revised Statutes 25:281-284. The membership of the commission consists of one of Lafayette Parish's district judges and six attorneys actively engaged in the practice of law. Commission members are selected by the court en blanc and are not compensated.

The commission maintains and operates the law library with assistance provided by the staff of the Lafayette Parish Bar Association. Services of the staff are provided without compensation from the Law Library except for funds generated by the library's copier charges. These proceeds are turned over to the Bar Association as partial reimbursement for services and costs provided the library. The collection contains state and federal law books for use of the judiciary, members of the bar, and the general public of Lafayette. Revenues of the commission are provided by the clerk of district court of Lafayette Parish by an addition to the cost of docketing non-exempt civil suits, fees and reimbursements.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. In 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governments. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The accompanying financial statements present only the transactions of the Lafayette Parish Law Library as authorized by Louisiana statutes.

Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All activities of the commission are accounted for in a single fund using the accrual basis of accounting.

Revenues:

Court fees, etc. are recorded when earned and available to the commission. Interest is recorded when the time deposits have matured and the interest is available. Donations have been immaterial due to lack of shelf space and were not recorded.

Expenditures:

Expenditures are recognized under the accrual basis when the related fund liability is incurred irregardless of when payment to the vendor is made.

Lafayette Parish Law Library Commission
Lafayette, Louisiana

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Notes to the Financial Statements
As of and for the year ended December 31, 2003

Operating items generally result from providing services and benefits in connection with the commission's principal ongoing library operations. Revenue from the commission's interest bearing demand deposits is reported as nonoperating revenue. Operating expenses include the cost of services, administrative costs and depreciation on capital assets.

B: Budget Practices:

The commission did not adopt a formal budget for the year ended December 31, 2003.

C: Pension Plan, Vacation and Sick Leave:

The commission had no full-time employees; therefore, it does not contribute to any fringe benefit plans or have to provide any compensation for absences of staff. The library is staffed by personnel employed by the local Bar Association

D: Equipment and Capital Asset Policy:

Equipment purchased by the commission may be recorded as a capital asset and capitalized at historical cost. In accordance with the state's (OSRAP) accounting policy, the threshold level of \$5,000 is used for capitalizing assets; depreciation for financial reporting is computed by the straight-line method over an asset's useful life which is five years for computer equipment and six years for other office machinery with no salvage value taken into consideration. Capital assets and accumulated depreciation are recorded in the Statement of Net Assets. Equipment and furniture acquisitions with a cost of less than \$5,000 are charged as an expense.

NOTE B - Cash

On December 31, 2003 the Lafayette Parish Law Library Commission had \$30,921 in an interest bearing checking account at Bank One in Lafayette. It is fully secured from risk by federal deposit insurance. There are no restrictions on the commission's use of this money. Deposits in bank accounts are stated at cost, which approximates market. The commission's bank account number is #87xxx5xx46 and the bank statement's balance at December 31, 2003 was \$31,586 before adjustment for uncleared items.

NOTE C - Capital Assets

Capital assets of the commission consist of computers and a security system. These are on the statement of net assets. Depreciation of exhaustible fixed assets is charged as an expense.

A summary of changes in general fixed assets follows (stated at historical cost):

	Security & Office Equip.	Less Accumulated Depreciation	Net
Balance, December 31, 2002	\$14,134	\$10,241	\$3,893
Addition - copier	5,362	2,784	\$2,578
Balance, December 31, 2003	<u>\$19,496</u>	<u>\$13,025</u>	<u>\$6,471</u>

NOTE D - Expenditures of the Library Commission Not Included in the Accompanying Financial Statements

The accompanying financial statements do not include certain expenditures for the law library paid or provided by the Lafayette Parish Bar Association such as rent, insurance, staff, equipment maintenance, supplies and other office costs.

Lafayette Parish Law Library Commission
Lafayette, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2003

NOTE E - Lease Arrangement

In 1991 the Parish Bar Association and the Lafayette Parish Law Library relocated to new office facilities in a different building. The lease was entered into by the Bar Association. The Law Library continues to enjoy its relationship with the Bar Association in their location and has begun making shared lease payments of \$200 per month.

NOTE F - Accounting Changes

Accounting changes made by the State of Louisiana and its component units for this year involved the implementation of GASB Statement number 34 and related standards. This provides for accounting changes in terminology, revenue recognition, capital assets and the recognition of depreciation expense. In prior periods the commission reported as a governmental type general fund with account groups. The commission is now reporting as "special purpose governments engaged only in business type activities" that is as a proprietary / enterprise fund using the accrual basis of accounting.

NOTE G - Disaggregation of Receivable & Payable Balances

Receivables at December 31, 2003 were as follows:

<u>Activity</u>	
Court docket fees	\$ 1,956
less allowance for uncollectibles	0
Receivables - net	<u>\$ 1,956</u>

All of the above is scheduled for collection in the subsequent year.

Payables at December 31, 2003 were as follows:

<u>Activity</u>	<u>Vendors</u>	<u>Other</u>	<u>Total</u>
Operating	\$ -	\$ -	\$ -