Notes to Financial Statements June 30, 1996

(7) CHANGES IN LONG-TERM DEBT:

The following is a summary of the long-term debt transactions of the Town of Vivian, Louisiana, for the year ended June 30, 1996:

		Note Payable	General Obligation		Special Revenue		Utilities <u>Revenue</u>	Total	
Debt payable at June 30, 1995	\$	109,958	\$	1,848,000	\$	20,000	\$ 1,830,000	\$	3,807,958
Additions to debt payable									-
Debt retired		(20,932)	<b></b>	(70,000)		(20,000)	(100,000)		(210,932)
Debt payable at June 30, 1996	<u>\$</u>	89,026	<u>\$</u>	1,778,000	<u>\$</u>	-	<u>\$ 1,730,000</u>	<u>\$</u>	3,597,026

Debt payable at June 30, 1996 is comprised of the following individual issues:

Note payable:

\$136,041 note payable to Citizens Bank and Trust Company dated 02/24/94; due in 72 monthly installments of \$2,270 through February 24, 2000, interest at 6.25% (secured by levy and collection of ad valorem taxes).

#### General obligation:

\$275,000 Public Improvement (Sewer Utilities) bonds dated 06/01/68; due in annual installments of \$8,000 - \$17,000 through June 1, 1998, interest at 5.5% (secured by levy and collection of ad valorem taxes).

\$1,850,000 Industrial Development bonds dated 05/01/92; due in annual installments of \$50,000-\$180,000 through May 1, 2012, interest at 6.8% to 9.85% (secured by levy and collection of ad valorem taxes).

### Enterprise fund obligation:

\$2,400,000 Utilities Revenue (Water and Sewer) bonds dated 04/01/87; due in annual installments of \$55,000 - \$225,000 through April 1, 2007; interest at 6.2% - 10.0%.

<u>\$ 89,026</u>

\$ 33,000

1,745,000 \$ 1,778,000





Notes to Financial Statements June 30, 1996

## (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

## E. <u>Investments</u> - (Continued)

exceed at any time the amount insured by the Federal Deposit Insurance Corporation in any one bank, or in any one savings and loan association, or by the National Credit Union Administration in any one credit union, unless the uninsured portion is collateralized by the pledge of securities in the manner provided in R.S. 39:1221.

(3) Mutual or trust fund institutions which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the U.S. government or its agencies.

Cash and cash equivalents are comprised of daily cash balances above the day-to-day needs and funds set aside for portfolio strategy reasons. Short term investments of cash and cash equivalents may be placed in:

- (1) Obligations of the U.S. Treasury, federal agencies, or U.S. government instrumentalities (as provided herein) with maturities of less than 2 years.
- (2) Time certificates of deposit, as provided herein.
- (3) Money market mutual funds, as provided herein.
- (4) The Louisiana Asset Management Pool, Inc. as provided in Op. Atty. Gen. 94-186.

For fiscal year 1996, the Town invested only in U.S. Treasury Notes. These investments are stated at cost which approximates market value.

- F. <u>Bad Debts</u> Uncollectible amounts due for the customers' utility and ad valorem taxes receivable are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. No provision for ad valorem taxes receivable has been deemed necessary. The allowance for uncollectible customers' utilities was \$21,300 and \$9,700 at June 30, 1996 and 1995, respectively.
- G. Property, Plant, and Equipment -

General Fixed Assets Account Group:

Fixed assets in governmental fund type operations are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund types when purchased. Public domain ("infrastructure") general fixed assets, including roads, bridges, curbs

## and gutters, streets and sidewalks, drainage systems and lighting systems are not capitalized along with other general fixed assets. No depreciation has been provided on such assets.

Notes to Financial Statements June 30, 1996

## (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

G. Property, Plant, and Equipment (Continued)

Water and Sewer System:

Additions to the utility plant in service are recorded at cost or, if contributed property, at their estimated fair value at time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. The sale or disposal of fixed assets is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to income.

Depreciation has been calculated on each class of depreciable property using the straight-line basis, with one-half year's depreciation calculated in the year of acquisition. The estimated service lives by asset type are as follows:

Buildings	20-40 Years
Water System	10-40 Years
Sewer System	10-40 Years
Equipment	6-8 Years

- H. <u>Restricted Assets</u> The Debt Service and Enterprise Funds, because of certain bond covenants, are required to establish and maintain prescribed amounts of resources (consisting of cash and temporary investments) that can be used only to service outstanding debt. The Enterprise Funds also restrict customer and vendor deposits.
- <u>Compensated Absences</u> No liability is recorded for nonvesting accumulating rights to receive vacation or sick pay benefits.
- J. <u>Comparative Data</u> Comparative totals for the prior year have been presented in the accompanying general purpose financial statements in order to provide an understanding of changes in the Town's financial position and operations. However, presentation of prior year amounts by fund type have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.
- K. <u>Total Columns on Combined Statements</u> Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in cash flows 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.
- L. <u>Statement of Cash Flows</u> For the purposes of the Statement of Cash Flows, the Enterprise Fund considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

## M. <u>Inventories</u> - Inventory of supplies in the Proprietary Fund is not material and is charged to operations as purchased.

Notes to Financial Statements June 30, 1996

- N. <u>Refundable Deposits</u> The Enterprise Fund of the Town requires customers to place a deposit before service is rendered. These monies are considered restricted and are held until the customer disconnects service.
- O. Reclassification Certain 1995 amounts were reclassified to conform to 1996 presentation.
- P. Fund Equity -

Contributed capital is recorded in the Enterprise Fund for capital grants restricted for the acquisition or construction of capital assets. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired or constructed from such resources.

Reserves represent those portions of fund equity not appropriable for expenditures or legally separated for a specific future use.

- Q. <u>Interfund Transactions</u> Interfund transactions that would be treated as revenues, expenditures, or expenses if they involved organizations external to the Town are accounted for as revenues, expenditures, or expenses in the funds involved. Transactions which constitute reimbursements of a fund for expenditures or expenses initially made from it which are properly applicable to another fund are recorded as expenditures or expenses (as appropriate) in the reimbursing fund, or as reductions of the expenditures or expenses in the fund that is reimbursed and are distinguished from revenues, expenses, or expenditures in the financial statements. These transfers are reported in the "Other Financing Sources (Uses)" section in the Statement of Revenues, Expenditures, and Changes in Fund Balance (governmental funds) and in the "Operating Transfers" section in the Statement of Revenues, Expenses, in the Statement of Revenues, Expension in the Statement of Revenues, Expension in the Statement of Revenues, Expenses in the Statement of Revenues, Expension in the Statement of Revenues, Expenses in Retained Earnings (proprietary fund).
- (2) DEPOSITS AND INVESTMENTS:

**Deposits** 

Deposits are carried at cost which approximates market value.

The Town's deposits are categorized to give an indication of the level of risk assumed by the Town at June 30, 1996. The categories are described as follows:

Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.

Category 2 - Collaterized with securities held by the pledging financial institution's trust department or agent in the entity's name.

Category 3 - Uncollaterized.



Notes to Financial Statements June 30, 1996

(2) CASH AND INVESTMENTS: (Continued)

Deposits, categorized by level of risk, are:

Category								
Description		1		2	3	 	Bank Balance	arrying Amount
General fund	\$	42,763	\$	572,926	\$	\$	615,689	\$ 577,374
Special revenue fund		34,752		465,592			500,344	538,313
Debt service fund		5,701		66,348			72,049	72,049
Capital projects fund		1					1	1

Enterprise fund	116,783	497,074	<u></u>	613,857	586,636
Total deposits	<u>\$_200,000</u>	<u>\$1,601,940</u>	<u>\$</u>	<u>\$1,801,940</u>	<u>\$1,774,373</u>

### Investments

The Town's investments are categorized to give an indication of the level of risk assumed by the Town at June 30, 1996. The categories are described as follows:

Category 1 - Insured or registered, with securities held by the Town or its agent in the Town's name.

Category 2 - Uninsured or unregistered, with the securities held by the counterparty's trust department or agent in the Town's name.

Category 3 - Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

Investments, categorized by level of risk, are:

	<u></u>	Category			
			_	Carrying	Fair
Description	1	2	3	Amount	Value
U.S. Treasury Notes	<u>\$_525,000</u>	<u>\$</u>	<u>\$</u>	<u>\$    517,873</u>	<u>\$                                    </u>

## (3) SPECIAL ASSESSMENT RECEIVABLE

The Town of Vivian completed a building in 1991 for a new industry (Novatron) in the Industrial

## Park. Novatron is assessed \$3,029 a month to reimburse the Town for these expenditures.

Notes to Financial Statements June 30, 1996

#### (9) RETIREMENT COMMITMENTS:

#### A. Municipal Employees Retirement System of Louisiana (System)

<u>Plan Description</u>. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the municipality are members of Plan B.

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System. Under Plan B, employees who retire at or after age 60 with at least 10 years of creditable service or at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2 percent of their final-average monthly salary for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3 percent for each year retirement precedes age 60, unless he has at least 30 years of creditable service. In any case, monthly retirement benefits paid under Plan B cannot exceed 100 percent of final-average salary. 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 creditable 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 or amended 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 Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (504) 925-4810.

<u>Funding Policy.</u> Under Plan B, members are required by state statute to contribute 5.0 percent of their annual covered salary and the Town is required to contribute at an actuarially determined rate. The current rate is 3.0 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Town are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer 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 Town's contributions to the System under Plan B for the years ending June 30, 1996, 1995, and 1994, were \$27,668, \$22,374, and \$23,059, respectively, equal to the required contributions for each year.

## B. Municipal Police Employees Retirement System of Louisiana (System)

<u>Plan Description</u>. All full-time police department employees engaged in law enforcement are required to participate in the System. Employees who retire at or after age 50 with at least 20 years of creditable service or at or after age 55 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of creditable service. 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 creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified previously and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Notes to Financial Statements June 30, 1996

## (5) COMPONENTS OF RESTRICTED ASSETS: (Continued)

C. A Revenue Bond Contingency Fund to care for extensions, additions, improvements, renewals and replacements necessary to properly operate the utilities system by transferring monthly a sum at least equal to 5% of the gross revenue of the utilities system for the preceding month,

provided that sum is available after provision for the above payments. The payments shall continue as long as any of the bonds are outstanding. Money in this fund may also be used to pay debt service on the bonds when the amounts in the Sinking Fund and Reserve Fund are not sufficient.

The amount of retained earnings reserved for revenue bond retirement is detailed as follows:

Restricted Assets -	
Revenue Bond Sinking Fund	

\$ 59,568 244,462

Revenue Bond Reserve Fund	244,462	
		\$ 304,030
Less -		
Accrued revenue bond interest payable		
from restricted assets	31,630	
Current portion of revenue bonds payable		
from restricted assets	105,000	
		 136,630
Retained earnings reserved		\$ 167,400

## (6) CHANGES IN GENERAL FIXED ASSETS:

The following is a summary of changes in the general fixed assets account group during the fiscal year:

	Balance June 30, 1995	Additions	<b>Deductions</b>	Balance June 30, 199 <u>6</u>
Land	\$1,080,849	\$	\$	\$ 1,080,849
Buildings	1,912,711			1,912,711
Improvements other than buildings	912,029	20,592		932,621
Equipment	869,549	62,011		931,560
	<u>\$ 4,775,138</u>	<u>\$ 82,603</u>	<u>\$</u>	<u>\$ 4,857,741</u>

A summary of proprietary fund-type assets is as follows:

Land	\$ 61,78
Buildings	23,85
Water system	2,499,38

Sewer system Equipment

#### Less accumulated depreciation

Net property, plant and equipment

2,987,795 <u>163,324</u> 5,736,148 1,796,445



Notes to Financial Statements June 30, 1996

## (12) INTERFUND ASSETS/LIABILITIES:

Due from/to Other Funds balances at June 30, 1996, were as follows:

		ue from <u>ner Funds</u>	Due to Other Funds		
General Fund	\$	301,430	\$	36,606	
Special Revenue Funds		-		270,919	
Debt Service Funds		-		2,888	
Enterprise Fund	<b></b>	36,606		27,623	
	<u>\$</u>	338,036	<u>\$</u>	338,036	

(13) INTERFUND OPERATING TRANSFERS:

Individual fund operating transfers for fiscal year 1996, were as follows:

	<u></u> Tr	ansfers in	Transfers Out		
General Fund	\$	635,291	\$	69,267	
Special Revenue Funds		90,756		726,047	
Debt Service Funds		27,245		-	
Enterprise Fund	<u> </u>	42,022		<b></b>	
	<u>\$</u>	<u>795,314</u>	<u>\$</u>	795,314	

Notes to Financial Statements June 30, 1996

## (7) CHANGES IN LONG-TERM DEBT: (Continued)

The annual requirements to amortize all debt outstanding as of June 30, 1996, including interest payments of \$2,068,645 are as follows:

Year Ending		Note	General		Enterprise Fund			
June 30,	F	Payable	Obligation		<u>Obligations</u>			Total
1997	\$	27,245	\$	199,413	\$	231,520	\$	458,178
1998		27,245		199,342		234,485		461,072
1999		27,245		181,045		231,665		439,955
2000		18,188		180,375		233,265		431,828
2001		-		179,300		234,035		413,335
2002-2006		-		900,905		1,191,635		2,092,540
2007-2012				1,126,663		242,100		1,368,763
	<u>\$</u>	99,923	<u>\$</u>	2,967,043	<u>\$</u>	<u>2,598,705</u>	<u>\$</u>	5,665,671

## (8) DEDICATION OF PROCEEDS AND FLOW OF FUNDS - 2% SALES AND USE TAX:

Proceeds of a 1% sales and use tax levied by the Town of Vivian (collections for the year ended June 30, 1996 and 1995 are \$363,024 and \$355,361, respectively) are dedicated to the following purposes:

- Providing funds in the amount of 25% of the proceeds of such tax each year for constructing, acquiring, improving and/or maintaining industrial parks and buildings and equipment to induce the location of industry in the Town.
- Providing funds in the amount of 25% of the proceeds of such tax for such year to the General Fund of the Town to be used for any lawful corporate purpose.
- The remaining proceeds are to be used for the current year's retirement requirements of 1971
  Public Improvement Bonds, with any excess to be used for street improvements and/or
  recreational programs.

Proceeds of another 1% sales and use tax levied by the Town of Vivian (collections for the year ended June 30, 1996 and 1995 are \$363,024 and \$355,361, respectively) are dedicated to the Police Department to be used for any lawful corporate purpose.



Notes to Financial Statements June 30, 1996

## (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

## C. Basis of Accounting (Continued)

Those revenues susceptible to accrual are property taxes, franchise taxes, interest revenue and charges for services. Fines, permit and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by the proprietary fund type. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The preparation of financial statements generally requires management to make estimates and assumptions that affect the reported amounts and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

- D. <u>Budgets and Budgetary Accounting</u> The Town follows these procedures in establishing the budgetary data reflected in these financial statements:
  - 1. The accounting clerk prepares a proposed budget and submits same to the Mayor and Board of Aldermen no later than fifteen days prior to the beginning of each fiscal year.
  - A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
  - A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
  - 4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
  - 5. The budget ordinance is structured such that revenues are budgeted by source and appropriations are budgeted by department and by principal object of expenditure. The Board of Aldermen may revise or amend the budget at its discretion during legally convened sessions. Amendments to the budget were made and adopted by the Board of Aldermen during the fiscal year ended June 30, 1996.
  - 6. The Town utilizes formal budgetary integration as a management control device for all funds.
- E. <u>Investments</u> Legal investments by municipalities are restricted according to Louisiana Revised Statute 39:1276. Further, the Town's investment policy allows investments only in:
  - (1) Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. government.

(2) The certificates of deposit of state banks organized under the laws of Louisiana, or national banks having their principal offices in that state of Louisiana, savings accounts or shares of savings and loan associations and savings banks, or share accounts and share certificates accounts of federally or state chartered credit unions issuing time certificates of deposit. Funds invested in accordance with this paragraph shall not

Notes to Financial Statements June 30, 1996

## (9) RETIREMENT COMMITMENTS: (Continued)

B. Municipal Police Employees Retirement System of Louisiana (System): (Continued)

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 Municipal Police Employees Retirement System of Louisiana, 8401 United Plaza Boulevard, Baton Rouge, Louisiana 70809-2250, or by calling (504) 929-7411.

<u>Funding Policy</u>. Plan members are required by state statute to contribute 7.5 percent of their annual covered salary and the Town is required to contribute at an actuarially determined rate. The current rate is 9.0 percent of annual covered payroll. The contribution requirements of plan members and the Town are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer 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 Town's contributions to the system for the years ending June 30, 1996, 1995, and 1994, were \$12,719, \$10,781, and \$12,411, respectively, equal to the required contributions for each year.

## (10) COMMITMENTS AND CONTINGENCIES:

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all risks of loss, including workers' compensation and employee health and accident insurance.

During the year ended June 30, 1996, an out-of-court litigation settlement for \$36,750 was reached with a former employee who alleged that the Town discriminated against them in their employment. The settlement was paid and recorded in the current expenditures of the general fund. No settlements exceeded insurance coverage during the years ended June 30, 1995 and 1994.

The Town participates in certain federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

Various claims and lawsuits are pending against the Town. In the opinion of management, the potential loss on all claims and lawsuits will not be significant to the Town's financial statements.

## (11) RELATED PARTY TRANSACTION

During fiscal year end June 30, 1995, the state Legislative Auditor conducted an investigation that revealed that during a 14-month period (May, 1993 through July, 1994) Mayor Rick McMillan paid his construction company, Trey Corporation, \$25,875 to perform work on several Town projects. According to the Legislative auditor's report dated October 26, 1995, these payments may be in violation of the Louisiana Code of Governmental Ethics and may violate other state laws.

## SUPPLEMENTAL INFORMATION

Notes to Financial Statements June 30, 1996

(4) AD VALOREM TAXES:

Ad valorem taxes attach as an enforceable lien on property as of January 1. Tax notices are prepared by the tax assessor and mailed by the Town in November. All unpaid taxes become delinquent on January 1 of the following year.

Revenues from ad valorem taxes are budgeted in the year billed. For the year ended June 30, 1996, taxes of \$219,566 were levied on property with assessed value totaling \$9,592,220 and were dedicated as follows:

General corporate purposes	15.58 mills
Street maintenance	2.92 mills
Sewer maintenance	2.92 mills
Water maintenance	<u> </u>

<u>22.89</u> mills

Total

## (5) COMPONENTS OF RESTRICTED ASSETS:

## Enterprise Fund

		Revenue Bond Sinking Fund		Revenue Bond Reserve Fund	. <del>.</del>	Revenue Bond Contingene Fund		Customer Deposits	Total
Cash	\$	59,568	\$	8,531	\$	276,579	\$	35,350 \$	380,028
U.S. Government Securíties		<u></u>		235,931				30,494	266,425
	<u>\$</u>	<u>59,568</u>	<u>\$</u>	244,462	<u>\$</u>	276,579	<u>\$</u>	<u>65,844</u>	<u>646,453</u>

The ordinance authorizing the water and sewer system revenue bonds requires that the Town establish the following funds:

- A. A Revenue Bond Sinking Fund sufficient in amount to pay promptly and fully the principal and interest on bonds by transferring monthly, in advance, a sum equal to 1/6 of the interest falling due on the next interest payment date and 1/12 of the principal falling due on the next principal payment date.
- B. A Revenue Bond Reserve Fund solely for the purpose of paying the principal and interest on the bonds payable from the Sinking Fund, as to which there would otherwise be default, by transferring from the proceeds of the Bonds to the Reserve Fund the amount of \$240,000.

Notes to Financial Statements June 30, 1996

## (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B. Fund Accounting (Continued) -

**Proprietary Fund Types:** 

Enterprise Fund - The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed through user charges. The Town maintains an Enterprise Fund for water and sewer utilities provided.

Account Groups:

General Fixed Assets Account Group - The General Fixed Assets Account Group is used to account for fixed assets used in governmental fund type operations for control purposes. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date of donation. No depreciation is recorded on general fixed assets.

General Long-term Debt Account Group- The General Long-term Debt Account Group is used to account for long-term liabilities to be financed from government funds.

C. <u>Basis of Accounting</u> - The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The modified accrual basis of accounting is used by all governmental fund types. 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 be used to pay liabilities of the current period. The government considers property taxes available if they are collected within 60 days after year end. Special assessments in the debt service fund, though measurable, are not available soon enough in the subsequent year to finance current period obligations. Therefore, a special assessment receivable is recorded and deferred until it becomes available. Expenditures are recorded when the related fund liability is incurred.

Notes to Financial Statements June 30, 1996

The Town of Vivian was incorporated February 12, 1912, under the provisions of the Lawrason Act. The Town operates under the Mayor-Board of Aldermen form of government.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting and reporting policies of the Town of Vivian conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statues 24:517 and to the guides set forth in the "Louisiana Municipal Audit and Accounting Guide."

The following is a summary of certain significant accounting policies:

A. <u>Reporting Entity</u> - This report includes all funds and account groups which are controlled by or dependent on the Town's Executive and Legislative Branches (the Mayor and Board of Aldermon). Control by or dependence on the Town was determined on the basis of budget

Aldermen). Control by or dependence on the Town was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibilities.

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

Governmental Fund Types:

General Fund - The General Fund is the general operating fund of the Town. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

Special Revenue Fund - The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

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 including principal, interest, and related costs.

Capital Projects Fund - The Capital Projects Fund is used to account for the Louisiana Community Development Block Grant for the construction of street improvements.



## TOWN OF VIVIAN, LOUISIANA

Statement of Cash Flows - Proprietary Fund Type Year Ended June 30, 1996

Reconciliation of Operating Income to Net Cash <u>Provided by Operating Activities</u>

		Enterp	<u>rise Fun</u>	d
	J 	une 30, 1996	ل 	lune 30, 1995
Operating income Adjustments to reconcile operating income to net cash provided by operating activities:	<u>\$</u>	<u>81,339</u>	<u>\$</u>	<u>101,226</u>

**Depreciation expense** 

153,401 156,141

7

100,401	100,141
11,600	3,336
(16,239)	(11,083)
(8,174)	60,544
(1,411)	(682)
13,021	205
708	(9,022)
966	3,951
262	4,466
154,134	207,856
<u>\$235,473</u>	<u>\$ 309,082</u>
	(16,239) (8,174) (1,411) 13,021 708 966 

## See accompanying notes to financial statements.

## SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Richard J. McMillan, II, Mayor, and the Members of the Board of Aldermen of The Town of Vivian, Louisiana

We have audited the accompanying general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town of Vivian, Louisiana's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards; <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States; and the provisions of Office and Management and Budget (OMB) Circular A-128, <u>Audits of State and Local Governments</u>. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Vivian, Louisiana, as of June 30, 1996, and the results of its operations and cash flows of its proprietary fund for the year then ended in conformity with generally accepted accounting principles.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated August 19, 1996, on our consideration of the Town of Vivian, Louisiana's internal control structure and a report dated August 19, 1996, on its compliance with laws and regulations.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund and account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Vivian, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements and material statements and the general purpose financial statements and are not a required part of the general purpose financial statements and the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and analysis and are not a required part of the general purpose financial statements and analysis and are not a required part of the general purpose financial statements taken as a whole.

5 + 1 20: +1 Certified Public Accountants Shreveport, Louisiana

#### August 19, 1996

## TOWN OF VIVIAN, LOUISIANA

Statement of Revenues, Expenses and Changes in Retained Earnings - Proprietary Fund Type Year Ended June 30, 1996 With Comparative Amounts as of June 30,1995

	·	Enterpris	<u>e Fun</u>	lds
		ine 30, 1996		June 30, 1995
Operating revenues:				
Water sales	\$	416,085	\$	415,718
Sewer user charges		254,715		250,257
Delinquent charges		28,718		31,826
Miscellaneous revenues		4,838		2,093
Total operating revenues		704,356		<u>699,894</u>

Operating expenses:

	00.000	71,711
General and administrative expenses	80,382	-
Water department expenses	338,187	296,922
Sewer department expenses	204,4 <u>49</u>	230,035
Total operating expenses	623,018	<u> </u>
Operating income	81,338	101,226
Non-operating revenues (expenses):		
Maintenance fees	1,200	1,200
Collection fees	6,600	6,600
Interest income	38,222	35,478
Amortization - bond issue costs	(3,152)	(3,187)
Interest expense and fiscal charges	<u>(132,526</u> )	(138,490)
Total non-operating revenues (expenses)	<u>(89,656</u> )	<u>(98,399</u> )
Income (loss) before operating transfers	(8,318)	2,827
Operating transfers:		
Operating transfers in:		
General fund	42,022	40,573
Net income	33,704	43,400
Retained earnings at beginning of year	1,622,242	1,622,970
Reclassify LCDB grant received in prior years to contributed capital	_	(44,128)
Retained earnings at end of year	\$ 1,655,946	\$ 1,622,242

## See accompanying notes to financial statements.

Special	Revenue Fu	ind Ty	pes	De	bt Service F	unds	Capit	al Projects F	und
<u>Budget</u>	<u>Actual</u>	Fa	riance- vorable avorable)	<u>Budget</u>	Actual	Variance- Favorable <u>(Unfavorable)</u>	<u>Budget</u>	Actual	Variance- Favorable <u>(Unfavorable)</u>
\$ 740,000	\$ 733,917	\$	(6,083)	\$	\$	\$	\$	\$	\$

4,500	5,476	(976)	2,000	995	(1,005)
36,348	36,348	-			

				182,401	799	247,606	246,276	(1,330)
780,848	<u>775,741</u>	<u>(7,059</u> )	183,602	183,396	(206)	247,606	246,276	<u>(1,330</u> )

144,242 55,734 88,508

> 247,606 246,342 1,264

			111,273	90,000	21,273			
		<u></u>	136,415	131,779	4,636		. <u> </u>	
144,242	55,734	88,508	247,688	221,779	25,909	247,606	246,342	1,264
636,606	720,007	<u> </u>	<u>(64,086</u> )	(38,383)	25,703	<u></u>	(66)	(66)
91,575	90,756	(819)						
_(732,600)	(726,048)	6,552		·			. <u> </u>	
<u>(641,025</u> )	<u>(635,292</u> )	<u> </u>		<u> </u>	·	·		



3

Totals

## TOWN OF VIVIAN, LOUISIANA

## Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types Year Ended June 30, 1996

	•	G	<u>overnmentel F</u>	unc	Types				Memorar	dun	<u>only)</u>
	General		Special <u>Revenue</u>		Debt Service		Capital <u>Projects</u>		1996		
Revenues:											
Taxes	\$ 219,108	\$	733,917	\$		\$		\$	953,025	\$	932,486
Oil and gas Income	7,584								7,584		7,032
Licenses and permits	92,359	I							92,359		86,109
Intergovernmental	52,097	I							52,097		45,454
Charges for services	167,961								167,961		171,948
Fines and forfeits	31,926	ł							31,926		32,159
Franchise tax	82,331								82,331		80,874
Interøst	35,079	I	5,476		995				41,550		42,092
Special assessment			36,348						36,348		39,378
Miscellaneous	65,136				182,401				247,537		227,751
LCDB Capital Grant							246,276		246,276	-	
Total revenues	753,581		775,741		183,396		246,276		1,958,994	_	1,665,283
Expenditures:		-									
Current:											
General government	162,262	2	55,734						217,996		198,140
Public safety	533,342	2							533,342		471,217
Public works	261,558	\$							261,558		253,170
Town services	198,430	)							198,430		162,658
Recreation	66,506	\$							66,506		99,598
Capital outlay	73,130	)					246,342		319,472		49,499
Debt service:											
Principal retirement					90,000				90,000		84,000
Interest and fiscal charges			<u> </u>		131,779		<u></u>		<u>131,779</u>		<u>138,330</u>
Total expenditures	1,295,228	3 _	<u> </u>	_	221,779	_	246,342		1,819,083		1,456,612
Excess (deficiency) of revenues over expenditures	(541,647	ŋ	720,007		(38,383)		(66)		139,911		208,671
Other financing sources (uses):											
Operating transfers in	635,291	l	90,756						726,047		710,721
Operating transfers out	(69,26)	0_	(726,048)						(795,315)	) _	(796,310)
Total other financing sources (uses)	566,024	<u>ŧ</u> _	<u>(635,292</u> )	)	<u></u>	_			(69,268)	)	(85,589)
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	24.37	7	84,715		(38,383)	I	(66)	•	70.643		123,082

(38,383) 70,643 (66) 123,082 84,715 financing sources (uses) 24,377 Fund balance at beginning of 1,189,357 1,312,439 182,011 110,432 1,019,996 year <u>\$ 1,312,439</u> 1,383,082 <u>(66</u>) <u>266,726</u> <u>\$</u> Fund balance at end of year <u>\$\_\_</u>

See accompanying notes to financial statements.

		Governmental Fund Types	Fund Types		Proprietary Fund Type	Accot	Account Groups	T (Memory	Totals (Memorandum Only)
Liabilities	General	Special Revenue	Debt Service	Capital Projects	Enterprise	General Fixed Assets	General Long-term Debt	June 30, 1996	June 30, 1995
ble	\$ 11,539	\$	\$	\$ 16,368	\$ 6,983	€	¢	\$ 35,558	\$ 35,571
ses	45,014				10,934			55,948	49,475
nds	36,606	272,022	1,199	2,888	27,623			340,338	356,138
ē		595,724						595,724	632,072
estricted assets:									
n of revenue bonds					105.000			105 000	
sst-revenue bonds					31,630			31,630	33,255
					63,920			63,920	63,658
							89,026	89,026	109,958
ion bonds payable							1,778,000	1,778,000	1,848,000
e bonds payable									20,000
: payable					1,625,000			1,625,000	1,730,000
	93,159	868,414	1,199	19,256	1,871,090	•	1,867,026	4,720,144	4,978,127
Fund Equity									
ាដៃនៅ					1,495,967			1,495,967	1,495,967
eneral fixed assets						4,857,741		4,857,741	4,775,138
gs:									
evenue bond retirement					167,400			167,400	169,523
					1,488,546			1,488,546	1,452,719
lebt service			72,049					72,049	110,432
ndesignated	1,044,373	266,726		(66)				1,311,033	1,202,007
earnings/fund balance	1,044,373	266,726	72,049	(66)	1,655,946	•	•	3,039,028	2,934,681
μŢ	1,044,373	266,726	72,049	(99)	3,151,913	4,857,741	•	9,392,736	9,205,786
nd fund equity	<b>\$ 1,137,532</b>	<b>\$ 1,135,140</b>	\$ 73,248	\$ 19,190	\$ 5,023,003	\$ 4,857,741	\$ 1,867,026	\$ 14,112,880	<u>\$ 14,183,913</u>

See accompanying notes to financial statements.

2

General obligation bon Special revenue bonds Unreserved/undesigns Total retained earning: Fund Payable from restricte Revenue bonds payat Reserved for debt se Total liabilities and fun Current portion of re Accrued interest-reve Reserved for revenue Investment in general Accrued expenses Due to other funds Contributed capital Retained earnings: Accounts payable Total fund equity Deferred revenue Total liabilities Fund balance: Note payable Unreserved payable Deposits

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COMBINED STATEMENTS - OVERVIEW





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## TOWN OF VIVIAN, LOUISIANA

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## FINANCIAL STATEMENTS

...

June 30, 1996

Juder provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials: The report is available for bublic inspection at the Baton Rouge office of the Legislative Auditor and: where appropriate, at the office of the parish clerk of court Release Date \_\_\_\_\_\_27 1996

# SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of the Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996. These general purpose financial statements are the responsibility of the Town of Vivian, Louisiana's, management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government

Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-128, Audits of State and Local Governments. Those standards and OMB A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the Town of Vivian, Louisiana, taken as a whole. The accompanying Schedule of Federal Financial Assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Smith Jul Linnitz LL Certified Public Accountants

Shreveport, Louisiana



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## TOWN OF VIVIAN, LOUISIANA

Statement of Cash Flows - Proprietary Fund Type Year Ended June 30, 1996

	Enterprise Fund			Fund	
		June 30, <u>1996</u>		June 30, <u>1995</u>	
Cash flows from operating activities:					
Cash received from customers	\$	680,206	\$	696,613	
Cash payments to suppliers for goods and services		(272,880)		(227,404)	
Cash payments to employees for services		(171,853)		(160,127)	
Net cash provided by operating activities		235,473		309,082	
Cash flows from noncapital financing activities:					
Ad valorem taxes received		42,022		40,573	
Miscellaneous revenues	<u> </u>	7,800		7,800	
Net cash provided by noncapital financing activities	<u> </u>	<u>49,822</u>	<u> </u>	48,373	
Cash flows from capital and related financing activities:					
Acquisition and construction of capital assets		(37,872)		(414,747)	
Principal paid on revenue bond maturities		(100,000)		(90,000)	
Interest paid on revenue bonds		(134,151)		(139,930)	
Grants received for capital projects	<u></u>			371,828	
Net cash used for capital and related financing activities		<u>(272,023</u> )		(272,849)	
Cash flows from investing activities:					
Interest on investments		37,366	<u></u>	34,539	
Net cash provided by investing activities		37,366	<u></u>	34,539	
Net increase in cash and cash equivalents		50,638		119,145	
Cash and cash equivalents at beginning of year (including \$342,479 in restricted accounts for 1996, \$295,291 for 1995)		<u>535,998</u>		416,853	
Cash and cash equivalents at end of year (including \$380,028 in restricted accounts for 1996, \$342,479 for 1995)	\$	586,636	\$	535,998	





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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE **BASED ON AN AUDIT OF GENERAL PURPOSE** FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of The Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996.

We conducted our audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Town of Vivian, Louisiana, is the responsibility of the Town of Vivian, Louisiana's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Town of Vivian, Louisiana's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

However, as described in Footnote (11) of the Notes to the Financial Statements, June 30, 1996, the state Legislative Auditor issued an investigative report to the management of the Town dated October 26, 1995, which reports certain instances of noncompliance during a prior year.

This report is intended for the information of management, Board of Aldermen, and Federal and State Grantor Agencies. However, this report is a matter of public record and its distribution is not limited.

Smith Pure Relimonity LLP Certified Public Accountants

Shreveport, Louisiana

August 19, 1996

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## GENERAL FUND Statement of Current Expenditures by Department Year Ended June 30, 1996 With Comparative Amounts for Year Ended June 30, 1995

	June 30, <u>1996</u>		<b>.</b>	June 30, <u>1995</u>
General Government				
Personal services	\$	88,831	\$	83,600
Heat, light and power		2,784		2,615
Insurance and maintenance		9,310		7,470
Professional fees and legal costs		18,877		18,972
Supplies		3,266		4,888
Airport expense		6,840		9,370
Cemetery expense		18,556		14,192
Miscellaneous		<u>13,798</u>		12,720
Total general government expenditures		162,262	<b></b>	<u> </u>
Public Safety				
Personal services		345,723		301,144
Heat, light and power		13,674		21,106
Insurance and maintenance		94,026		90,452
Professional fees and legal costs		37,172		10,282
Supplies		35,529		45,018
Miscellaneous		7,218		3,215
Total public safety expenditures		<u> </u>		471,217
Public Works				
Personal services		141,980		122,083
Heat, light and power		33,644		26,334
Insurance and maintenance		61,173		88,501
Supplies	<u> </u>	24,761		16,252
Total public works expenditures	<u></u>	261,558		253,170
Town Services				
Heat, light and power		3,309		2,666
Insurance and maintenance		4,171		4,526
Professional fees and legal costs		29,129		-
Garbage collection expense		157,694		153,066
Supplies		643		1,132
Miscellaneous		3,484		1,268
Total town services		198,430	<u> </u>	162,658



Notes to Schedule of Federal Financial Assistance June 30, 1996

#### NOTE A - BASIS OF ACCOUNTING

The accompanying Schedule of Federal Financial Assistance is a summary of the cash activity of the Town's federal financial assistance programs and does not present transactions that would be included in financial statements of the Town presented on the accrual basis of accounting, as contemplated by generally accepted accounting principles.

## **NOTE B - STREET IMPROVEMENTS**

In accordance with the provisions of the grant, the Town expended \$246,275 during the year ended June 30, 1996.

·



	Cash Balance June 30, 1996	€		
	Federal Expenditures	\$ 246,275		
	Receipts	<u>\$ 246,276</u>		
TOWN OF VIVIAN, LOUISIANA Schedule of Federal Financial Assistance June 30, 1996	Cash Balance July 1, 1995	, S		
TOWN OF VIVIAN chedule of Federal Fir June 30, 1	Program	\$ 247,606		
11 S	CFDA No.	14.219		-
	Federal Grantor rtment of Housing and	ough State Department of stration	-	

Schedule of Federal Financial Assistance. See notes to

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO NONMAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAM TRANSACTIONS

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of the Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996.

In connection with our audit of the general purpose financial statements of the Town of Vivian, Louisiana, and with our consideration of the Town of Vivian, Louisiana's control structure used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-128, Audits of State and Local Governments, we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1996. As required by OMB Circular A-128, we have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed and eligibility that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Town of Vivian, Louisiana's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Town of Vivian, Louisiana, had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of noncompliance with those requirements.

This report is intended for the information of the management and the Board of Aldermen. However, this report is a matter of public record and its distribution is not limited.

Smith Pup Reliminity LW Certified Public Accountants

Certified Public Accountants Shreveport, Louisiana





SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE GENERAL REQUIREMENTS APPLICABLE TO FEDERAL FINANCIAL ASSISTANCE PROGRAMS

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of the Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996.

We have applied procedures to test the Town of Vivian, Louisiana's, compliance with the following requirements applicable to its federal financial assistance program, which is identified in the Schedule of Federal Financial Assistance, for the year ended June 30, 1996: (1) political activity, (2) Davis-Bacon Act, (3) civil rights, (4) cash management, (5) relocation assistance and real property acquisition, (6) Drug-free Workplace Act, (7) administrative requirements, and (8) federal financial reports.

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's Compliance Supplement for Single Audits of State and Local Governments. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Town of Vivian, Louisiana's, compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that the Town of Vivian, Louisiana, had not complied, in all material respects, with those requirements.

This report is intended for the information of Management and the Board of Aldermen. However, this report is a matter of public record and its distribution is not limited.

Smith Pup Rhimity Certified Public Accountants

Shreveport, Louisiana



# SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL STRUCTURE USED IN ADMINISTERING FEDERAL FINANCIAL ASSISTANCE PROGRAMS

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of the Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivan, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996.

We conducted our audit in accordance with generally accepted auditing standards; <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-128, <u>Audits of State and Local Governments</u>. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit for the year ended June 30, 1996, we considered the internal control structure of the Town of Vivan, Louisiana, in order to determine our auditing procedures for the purpose of expressing our opinion on the Town of Vivian, Louisiana's general purpose financial statements and to report on the internal control structure in accordance with OMB Circular A-128. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed internal control structure policies and procedures relevant to a separate report dated August 19, 1996.

The management of the Town of Vivian, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

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Cash and Cash Equivalents Receivables

## Property and Equipment Payables and Accrued Liabilities Retained Earnings/Contributed Capital

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## GENERAL FUND Statement of Current Expenditures by Department Year Ended June 30, 1996 With Comparative Amounts for Year Ended June 30, 1995

	June 30, 1996			June 30, <u>1995</u>	
Recreation					
Personal services	\$	29,957	\$	34,131	
Heat, light and power		6,880		8,747	
Insurance and maintenance		17,546		29,001	
Supplies		5,556		11,427	
Miscellaneous	<u></u>	6,587		16,292	
Total recreation	<del>~</del>	66,506	<u> </u>	99,598	
Capital outlay					
General government		472		~	

Total current expenditures	<u>\$1,295,228</u>	<u>\$                                    </u>
Total capital outlay	<u>\$ 73,130</u>	<u>\$                                    </u>
Recreation	11,842	5,498
Town services	~	587
Public works	41,218	32,615
Public safety	19,598	10,799
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### INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Richard J. McMillan, II, Mayor and the Members of the Board of Aldermen of The Town of Vivian, Louisiana

We have audited the general purpose financial statements of the Town of Vivian, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated August 19, 1996.

We conducted our audit in accordance with generally accepted auditing standards; <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States; and the provisions of Office Management and Budget (OMB) Circular A-128, <u>Audits of State and Local Governments</u>. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Town of Vivian, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Town of Vivian, Louisiana, for the year ended June 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management, Board of Aldermen, and Federal and State Grantor Agencies. However, this report is a matter of public record and its distribution is not limited.

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Smith I Certified Public Accountants Shreveport, Louisiana

### August 19, 1996







SPECIAL REVENUE FUNDS Sales Tax Fund Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual Year Ended June 30, 1996 With Comparative Actual Amounts for Year Ended June 30, 1995

	<b>.</b>		Jur	<u>ne 30, 1996</u>	3		_	June 30, <u>1995</u>
		<u>Budget</u>		Actual	Fa	ariance- avorable <u>favorable)</u>		Actual
Revenues:								
Taxes	\$	740,000	\$	733,917	\$	(6,083)	\$	717,364
Miscellaneous - interest				1,124	·	1,124		1,333
Total revenues		740,000		735,041		(4,959)		718,697

Expenditures:

General government:

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Collection expense	7,400	7,868	(468)	6,642
Excess of revenues over expenditures	732,600	727,173	(5,427)	712,055
Other financing sources (uses):				
Operating transfers (out)	(732,600)	(726,048)	6,552	(710,721)
Excess of revenues over expenditures and other financing			•	· · · · · · · · · · · ·
sources	-	1,125	1,125	1,334
Fund balance at beginning of year	125,711	<u>    125,711</u>		124,377
Fund balance at end of year	<u>\$ 125,711</u>	<u>\$ 126,836</u>	<u>\$ 1,125</u>	<u>\$ 125,711</u>

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ENTERPRISE FUND Utility Fund Statement of Operating Expenses by Department Year Ended June 30, 1996 With Comparative Amounts for Year Ended June 30, 1995

General and administrative: Personal services	42,163 8,100	\$ 40,774
Personal services	ŗ	\$ 40,774
	8,100	
Supplies		9,181
Maintenance	2,547	200
Heat, light and power	2,246	3,037
Depreciation	10,968	13,522
Bad debts	11,600	3,551
Miscellaneous	2,758	1,446
Total administrative expenses	80,382	<u>71,711</u>
Water:		
Personal services	127,486	121,923
Supplies	18,816	13,039
Maintenance	71,775	56,561
Heat, light and power	30,241	19,233
Depreciation	64,758	64,663
Miscellaneous	25,111	21,503
Total water department expenses	<u>338,187</u>	296,922
Sewer:		
Personal services	44,696	48,204
Supplies	7,559	6,255
Maintenance	40,640	50,929
Heat, light and power	23,422	35,049
Depreciation	77,675	78,012
Miscellaneous	10,457	<u> </u>
Total sewer department expenses	204,449	230,035







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### LIABILITIES AND FUND EQUITY

	<u>June 30, 1996</u>		<u>June 30, 1995</u>	
Liabilities:				
Current liabilities (payable from current assets):				
Accounts payable	\$	6,983	\$	6,275
Accrued expenses		10,934		9,968
Due to other funds	<u> "</u>	27,623		14,602
Total current liabilities (payable from current assets)		45,540	<b></b>	30,845

Current liabilities (payable from restricted assets):	
---	--

Current portion of revenue bonds	105,000	100,000
Accrued revenue bond interest	31,630	33,255
Customers' deposits	<u> </u>	<u>    63,658</u>
Total current liabilities (payable from restricted assets)	200,550	<u> </u>
Long-term liabilities (net of current portion):		
Revenue bonds	1,625,000	1,730,000
Total liabilities	1,871,090	1,957,758
Fund equity: Contributed capital:		
Municipality	474,517	474,517
Intergovernmental	1,021,450	1,021,450
Total contributed capital	1,495,967	1,495,967
Retained earnings:		
Reserved for revenue bonds	167,400	169,523
Unreserved	<u> </u>	1,452,719
Total retained earnings	1,655,946	1,622,242
Total fund equity	<u>3,151,913</u>	3,118,209

Total liabilities and fund equity



# **IISIANA**

		sia	June 30, 1995		\$ 183,998	103,747	145,827	249,574	(65,576)		27,245	(38,331)	148 763	\$ 110,432
		Totals	June 30, 1996		\$ 183,396	110,932	138,092	249,024	(65,628)		27,245	(38,383)	110 432	\$ 72,049
A	enditures and S June 30, 1995	1994 Note	Citizens Bank			20,932	6,313	27,245	(27,245)		27,245			
WN OF VIVIAN, LOUISIANA	DEBT SERVICE FUNDS Statement of Revenues, Expenditures Changes in Fund Balances Year Ended June 30, 1996 trative Totals for Year Ended June 30,	1992 Industrial	Development Bond		182,401 \$	55,000	127,416	182,416	(15)			(15)	1.559	1.544
	1971 Public	Improvement Bonds-ST-1		<u>995</u>	20,000	1,420	21,420	(20,425)			(20,425)	34.957	14,532 \$	
	Combining ( With Compar	1968 Public	Improvement Bonds-A		\$	15,000	2,943	17,943	(17,943)			(17,943)	73.916	\$ 55,973
				us:	est	irement	fiscal charge	nditures	revenues over s	ng sources (uses): anefere in:	ind bru	revenues and ing sources over	at beginning of vear	113

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Miscellaneous: Rents/interes Other financing Operating tran Deficiency of re-other financing expenditures Deficiency of re expenditures General Fund Fund balance s Fund balance Principal retir Total expen ----Expenditures: Interest and Revenues:

DEBT SERVICE FUNDS **Combining Balance Sheet** June 30, 1996 With Comparative Totals for June 30, 1995

		1968 Public		1971 Public	1992 Industrial		Totals		
Assets	•	orovement <u>Bonds-A</u>	•	Improvement Bonds-ST 1		elopment <u>Bond</u>	June 30, 1996	June 30, <u>1995</u>	
Cash and cash equivalents	\$	57,172	\$	14,532	\$	345	\$ 72,049	\$ 110,432	
Due from other funds					<u> </u>	1,199	<u>1,199</u>	<u>1,199</u>	
Total assets	<u>\$</u>	<u>57,172</u>	<u>\$</u>	14,532	<u>\$</u>	1,544	<u>\$ 73,248</u>	<u>\$ 111,631</u>	

Liabilities and Fund Balance

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Due to other funds	\$	1,199	\$		\$		\$	1,199	\$	1,199
Fund balance:										
Reserved for debt service		<u>55,973</u>		14,532		<u>1,544</u>		<u>72,049</u>	1	<u>10,432</u>
Total liabilities and fund balances	<u>\$</u>	<u>    57,172</u>	<u>\$</u>	<u>14,532</u>	<u>\$</u>	1,544	<u>\$</u>	<u>73,248</u>	<u>\$ 1</u>	<u>11,631</u>

SPECIAL REVENUE FUNDS Caddo Parish Industrial District, Ward II Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual Year Ended June 30, 1996 With Comparative Actual Amounts for Year Ended June 30, 1995

	<u>June 30, 1996</u>		June 30, 1995
Budget_	Actual	Variance- Favorable <u>(Unfavorable)</u>	<u>Actual</u>

**Revenues:** 

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Miscellaneous - interest	\$-	\$ 179	\$ 179	\$ 2,053
Expenditures:				
General government	53,760	(47,216)	6,544	<u>(17,771</u> )
Deficiency of revenues over expenditures	(53,760)	(47,037)	6,723	(15,718)
Other financing sources (uses):				
Operating transfers in (out)	<u> </u>	<u> </u>		<u> </u>
Deficiency of revenues over expenditures and other financing sources (uses)	(53,760)	(47,037)	6,723	(15,718)
Fund balance at beginning of year	47,037	<u> </u>	<u> </u>	62,755
Fund balance at end of year	<u>\$ (6,723)</u>	<u>\$</u>	<u>\$6,723</u>	<u>\$ 47,037</u>



SPECIAL REVENUE FUNDS Industrial Development Fund Statement of Revenues, Expenditures, and Changes in Fund Balance -Budget (GAAP Basis) and Actual Year Ended June 30, 1996 With Comparative Actual Amounts for Year Ended June 30, 1995

		<u>June 30, 1996</u>		June 30, <u>1995</u>
	Budget	Actual	Variance- Favorable <u>(Unfavorable)</u>	<u>Actual</u>
Revenues:		A 470	A (007)	¢ 4.069
Miscellaneous - interest	\$ 4,500	\$ 4,173	\$ (327)	\$ 4,068
Special assessment	36,348	36,348		<u> </u>
Total revenues	40,848	40,521	(327)	43,446
Expenditures:				
General government:				
Insurance, utilities and other	83,082	650	<u> </u>	<u> </u>
Excess (deficiency) of revenues over expenditures	(42,234)	39,871	82,105	5,775
Other financing sources (uses):				
Operating transfers in:				
Sales Tax Fund	<u>91,575</u>	90,756	<u>(819</u> )	88,840
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	49,341	130,627	81,286	94,615
Fund balance (deficit) at beginning of year	9,263	9,263	<u> </u>	<u>(85,352</u> )
Fund balance (deficit) at end of year	<u>\$                                    </u>	<u>\$_139,890</u>	<u>\$81,286</u>	<u>\$ 9,263</u>



# Schedule of Mayor's and Aldermen's Compensation and Expense Reimbursement For the Year Ended June 30, 1996

	<u>Con</u>	pensation	Expense <u>Reimbursement</u>		
Mayor Richard J. McMillan, II	\$	14,348	\$	-	
Alderman Benny Beckham		1,800		-	
Alderman Kenneth Clay		1,800		-	
Alderman Sam Curry		1,800		-	
Alderman Jerry Guin		1,800		-	
Alderman Betty Mathews		1,800		-	

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Total

23,348 <u>\$</u> <u>\$</u> -

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

During the year ended June 30, 1996, the Town of Vivian, Louisiana, had no major federal financial assistance programs and expended 100% of its total federal financial assistance.

We performed tests of controls, as required by OMB Circular A-128, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to nonmajor programs, which are identified in the accompanying Schedule of Federal Financial Assistance. Our procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure policies and procedures used in administering federal financial assistance would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal financial assistance program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of Management and the Board of Aldermen. However, this report is a matter of public record and its distribution is not limited.

Smith Pugh Ralinnitz Lh Certified Public Accountants

Shreveport, Louisiana

August 19, 1996



SPECIAL REVENUE FUNDS Combining Balance Sheet June 30, 1996 With Comparitive Totals for June 30, 1995

			Caddo Parish Industrial	<u> </u>	Totals
	Sales <u>Tax</u>	Industrial <u>Development</u>	District Ward II	June 30, 	June 30, 1995
Cash	\$ 135,893	\$ 402,420	\$	\$ 538,313	\$ 490,091
Special assessment receivable		595,724		595,724	632,072
Due from other funds		1,103		1,103	4,382
Total assets	<u>\$ 135,893</u>	<u>\$ 999,247</u>	<u>\$</u>	<u>\$1,135,140</u>	<u>\$1,126,545</u>

### Liabliities and Fund Balance

Liabilities:

Accounts payable	\$	668	\$	\$	\$	668	\$	557
Due to other funds		8,389	263,633		2	72,022		311,905
Deferred revenue			<u>595,724</u>		5	<u>95,724</u>		<u>632,072</u>
Total liabilities		9,057	859,357	-	8	68,414		944,534
Fund balance:								
Unreserved - undesignated	1	26,836	<u>139,890</u>	<u> </u>	2	<u>66,726</u>		<u>182,011</u>
Total liabilities and fund balance	<u>\$</u> 1	35,893	<u>\$ 999,247</u>	<u>\$</u>	<u>\$1,1</u>	<u>35,140</u>	<u>\$1</u>	<u>126,545</u>



					Caddo Parish Industrial		Totals	S	ļ
		Sales Tax		Industrial Development	District Ward II	June 30, 1996	I	June 30, 1995	oʻ
	↔	733,917	↔		¢	\$ 733,917	917	ج	717,364
eous - interest		1,124		4,173	179	5,	5,476		7,454
ssessment	l			36,348		36,348	348		39,378
/enues		735,041		40,521	179	775,741	741	ž	764,196
es:									
overnment		7,868		650	47,216	55,734	734		62,084
evenues over expenditures		727,173		39,871	(47,037)	720,007	200	7	702,112
cing sources (uses):									
l transfers in				90,756		90,756	756	~	88,840
l transfers out		(726,048)				(726,048)	048)	2	(710,721)
her financing sources (uses)	ļ	(726,048)		90,756		(635,292)	292)	(6;	(621,881)
ficiency) of revenues over ires and other financing uses)		1,125		130,627	(47,037)	84,715	715		80,231
ice (deficit) at beginning of		125.711		9.263	47.037	182,011	11	÷	101.780
ice (deficit) at end of year	φ	126,836	ι U	139,890	÷	\$ 266,726	726	÷	182,011

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# TOWN OF VIVIAN, LOUISIANA

Year Ended June 30, 1996 With Comparative Totals for Year Ended June 30, 1995 Combining Statement of Revenues, Expenditures and SPECIAL REVENUE FUNDS Changes in Fund Balances

> Excess of rev Other financir Operating tr Operating tr General gov Total othe Total reve Expenditures Excess (defi expenditure Fund balanc Special ass sources (us Miscellaned Fund balanc Revenues: Taxes year

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