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Financial Report

Lafourche Parish Library

Thibodaux, Louisiana

December 31, 1996

Under 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 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 ~~AUG 13 1997~~

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Bourgeois Bennett

INDEPENDENT AUDITOR'S REPORT

To the Board of Control,
Lafourche Parish Library,
Thibodaux, Louisiana.

We have audited the accompanying general purpose financial statements of Lafourche Parish Library (the Library), a component unit of the Lafourche Parish Council, as of December 31, 1996, and for the twenty-four month period ended December 31, 1996, and for the twelve month periods ended December 31, 1996 and 1995, as listed in the foregoing table of contents. These general purpose financial statements are the responsibility of the Library'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 and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards 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 Lafourche Parish Library as of December 31, 1996, and the results of its operations for the twenty-four month period then ended and for the twelve month periods ended December 31, 1996 and 1995 in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated June 2, 1997 on our consideration of the Lafourche Parish Library's internal control structure and a report dated June 2, 1997 on its compliance with laws and regulations.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Thibodaux, La.,
June 2, 1997.

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COMBINED BALANCE SHEET -
GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP

Lafourche Parish Library

December 31, 1996

	Governmental Fund Type General	Account Group General Fixed Assets	Total (Memorandum Only)
Assets			
Cash	\$ 105,885	\$ -	\$ 105,885
Receivables - taxes	88,153	-	88,153
Due from other governmental units	533,530	-	533,530
General fixed assets	-	1,188,447	1,188,447
	<u>\$ 727,568</u>	<u>\$ 1,188,447</u>	<u>\$ 1,916,015</u>
Totals			
	<u>\$ 727,568</u>	<u>\$ 1,188,447</u>	<u>\$ 1,916,015</u>
Liabilities			
Accounts payable and accrued expenditures	\$ 17,039		\$ 17,039
Due to Lafourche Parish Council	9,529		9,529
	<u>26,568</u>		<u>26,568</u>
Total liabilities			
	<u>26,568</u>		<u>26,568</u>
Fund Equity and Other Credits			
Investment in general fixed assets	-	\$ 1,188,447	1,188,447
Fund balance - unreserved	701,000	-	701,000
	<u>701,000</u>	<u>1,188,447</u>	<u>1,889,447</u>
Total fund equity and other credits			
	<u>701,000</u>	<u>1,188,447</u>	<u>1,889,447</u>
Totals			
	<u>\$ 727,568</u>	<u>\$ 1,188,447</u>	<u>\$ 1,916,015</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUND TYPE - GENERAL FUND**

Lafourche Parish Library

For the twenty-four month period ended December 31, 1996

	Twenty-four Months Ended December 31, 1996	Twelve Months Ended December 31, 1996	Twelve Months Ended December 31, 1995
Revenues			
Taxes			
Intergovernmental:	\$1,153,364	\$ 583,477	\$ 569,887
State of Louisiana:			
State revenue sharing	176,977	93,201	83,776
Charges for services	11,273	6,189	5,084
Fines and forfeitures	12,549	6,674	5,875
Grants	5,085	5,085	-
Miscellaneous:			
Interest earned	14,551	5,725	8,826
Other	49,673	22,662	27,011
Total revenues	<u>1,423,472</u>	<u>723,013</u>	<u>700,459</u>
Expenditures			
Current:			
General government:			
Ad valorem tax deductions	34,086	17,724	16,362
Ad valorem tax adjustment	25,187	8,141	17,046
Total general government	<u>59,273</u>	<u>25,865</u>	<u>33,408</u>
Culture and recreation:			
Personal services	831,852	409,499	422,353
Materials and supplies	71,110	22,976	22,466
Other services and charges	234,775	124,606	135,837
Repairs and maintenance	1,339	1,339	-
Capital expenditures	115,559	47,189	68,370
Total culture and recreation	<u>1,254,635</u>	<u>605,609</u>	<u>649,026</u>
Intergovernmental:			
Bayouland Library System Grant	13,181	6,638	6,543
Total expenditures	<u>1,327,089</u>	<u>638,112</u>	<u>688,977</u>
Excess of Revenues Over Expenditures	96,383	84,901	11,482
Fund Balance			
Beginning of period	604,617	616,099	604,617
End of period	<u>\$ 701,000</u>	<u>\$ 701,000</u>	<u>\$ 616,099</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GOVERNMENTAL FUND TYPE - GENERAL FUND**

Lafourche Parish Library

For the twelve month periods ended December 31, 1996 and 1995

	<u>Twelve months ended December 31, 1996</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Taxes	\$ 538,835	\$ 583,477	\$ 44,642
Intergovernmental:			
State of Louisiana:			
State revenue sharing	84,300	93,201	8,901
Charges for services	5,100	6,189	1,089
Fines and forfeitures	5,300	6,674	1,374
Grants	-	5,085	5,085
Miscellaneous:			
Interest earned	5,000	5,725	725
Other	16,100	22,662	6,562
Total revenues	<u>654,635</u>	<u>723,013</u>	<u>68,378</u>
Expenditures			
Current:			
General government:			
Ad valorem tax deductions	11,000	17,724	(6,724)
Ad valorem tax adjustment	-	8,141	(8,141)
Total general government	<u>11,000</u>	<u>25,865</u>	<u>(14,865)</u>
Culture and recreation:			
Personal services	421,087	409,499	11,588
Operating services	70,749	64,498	6,251
Materials and supplies	51,820	48,075	3,745
Other service charges	40,991	35,009	5,982
Repairs and maintenance	500	1,339	(839)
Capital expenditures	32,678	47,189	(14,511)
Total culture and recreation	<u>617,825</u>	<u>605,609</u>	<u>12,216</u>
Intergovernmental:			
Bayouland Library System Grant	6,530	6,638	(108)
Total expenditures	<u>635,355</u>	<u>638,112</u>	<u>(2,757)</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ 19,280</u>	84,901	<u>\$ 65,621</u>
Fund Balance			
Beginning of period		<u>616,099</u>	
End of period		<u>\$ 701,000</u>	

See notes to financial statements.

<u>Twelve months ended December 31, 1995</u>		
<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
\$ 500,000	\$ 569,887	\$ 69,887
83,000	83,776	776
5,100	5,084	(16)
5,000	5,875	875
-	-	-
5,000	8,826	3,826
<u>10,500</u>	<u>27,011</u>	<u>16,511</u>
<u>608,600</u>	<u>700,459</u>	<u>91,859</u>
10,713	16,362	(5,649)
<u>13,379</u>	<u>17,046</u>	<u>(3,667)</u>
<u>24,092</u>	<u>33,408</u>	<u>(9,316)</u>
403,187	422,353	(19,166)
69,658	69,405	253
50,937	48,134	2,803
40,527	40,764	(237)
-	-	-
<u>55,751</u>	<u>68,370</u>	<u>(12,619)</u>
<u>620,060</u>	<u>649,026</u>	<u>(28,966)</u>
6,600	6,543	57
<u>650,752</u>	<u>688,977</u>	<u>(38,225)</u>
(42,152)	11,482	53,634
<u>604,617</u>	<u>604,617</u>	<u>-</u>
<u>\$ 562,465</u>	<u>\$ 616,099</u>	<u>\$ 53,634</u>

NOTES TO FINANCIAL STATEMENTS**Lafourche Parish Library**

December 31, 1996

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Lafourche Parish Library was established by the Parish governing authority, under the provisions of Louisiana Revised Statute 25:211. Louisiana state law states that the Parish Library Board of Control is not a separate political subdivision or District, but is an agency of the Lafourche Parish Council. The Library provides citizens of the parish access to library materials, books, magazines, records and films. The Library is governed by a Board of Control which is appointed by the Lafourche Parish Council, in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the Board of Control serve without pay.

The accounting and reporting policies of the Lafourche Parish Library (the Library) conform to generally accepted accounting principles as applicable to governments. The following is a summary of significant accounting policies:

a) Reporting Entity

The Library is a component unit of the Lafourche Parish Council.

The Library has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b) Fund Accounting

The Library uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Fund Accounting (Continued)

Governmental Funds

Governmental Funds are those through which the governmental functions of the Library are financed. The acquisition, use and balances of the Library's expendable financial resources and the related liabilities are accounted for through Governmental Funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental Fund of the Library:

General Fund - The General Fund is the general operating fund of the Library. It is used to account for all financial resources except those that are required to be accounted for in another fund.

Account Group

The General Fixed Assets Account Group is used to account for fixed assets not accounted for in proprietary or trust funds.

c) Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes are considered "measurable" at the time of levy. Intergovernmental revenues are recorded as revenue when the Library is entitled to the funds. Grant revenues are recognized when received in cash by the Library. Fines and forfeitures and miscellaneous revenues are recorded as revenues when received in cash by the Library or an intermediary collecting agency because they are generally not measurable until actually received. Charges for services are recorded when earned since they are measurable and available.

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

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Operating Budgetary Data

The Library adopted its budget for the General Fund on a basis materially consistent with generally accepted accounting principles. Any amendment or increase in expenditures in excess of appropriations must be approved by the Board. The Library amended its budget once during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

e) Bad Debts

The financial statements for the Library contain no allowance for bad debts. Uncollectible amounts due for ad valorem taxes and other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the General Fund.

f) Investments

The Library has no investments for the period ended December 31, 1996.

g) General Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. The Account Group is not a fund. It is concerned only with the measurement of financial position.

It is not involved with the measurement of results of operations. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, 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 general fixed assets.

All fixed assets, except books, are valued at historical or estimated historical cost. Books are valued based on an average book cost method. No depreciation has been provided on general fixed assets.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Vacation and Sick Leave

All twelve month employees earn from 12 to 18 days of vacation leave each year depending on the job classification. Except for the Director, annual leave must be taken within the year it is granted. Upon resignation or retirement, the employees receive payment for vacation leave for that portion of the year they have been employed, provided they have been employed by the Library for at least a total of 18 months and have given adequate notice of resignation. There is no material accumulated vacation at December 31, 1996.

Full-time employees earn 10 days sick leave each year. Part-time employees who work 16 hours or more earn sick leave in proportion to the number of hours worked per week on a regular basis. Employees can accumulate up to a maximum of 24 days sick leave. Upon resignation or retirement, all accrued sick leave lapses. There is no material accumulated sick leave at December 31, 1996.

i) Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledger, is not utilized by the Library.

j) Total Column on Combined Statements - Overview

The total column on the combined statement - overview is captioned memorandum only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations, in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Note 2 - CASH AND INVESTMENTS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

State law also requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes the FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with

Note 2 - CASH AND INVESTMENTS (Continued)

an unaffiliated bank or trust company for the account of the political subdivision. Pledged securities are in the name of the Lafourche Parish Council and not in the name of the Library.

The Library's cash during the year ended December 31, 1996 was in interest bearing accounts.

Note 3 - PROPERTY TAXES

Property taxes are levied each December 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Lafourche Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the list of January 1, 1996. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for the years ended December 31, 1996 and 1995 was \$2.88 per \$1,000, of assessed valuation on parishwide property for the purpose of maintaining and operating library facilities and programs.

Note 4 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units at December 31, 1996 consisted of the following:

State of Louisiana -	
State revenue sharing	\$ 62,130
Lafourche Parish Tax Collector -	
December, 1996 collections remitted to the Library in January, 1997	<u>471,400</u>
Total	<u>\$533,530</u>

Note 5 - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Books</u>	<u>Furniture and Equipment</u>	<u>Total</u>
Balance, January 1, 1995	\$896,919	\$239,280	\$1,136,199
Additions	74,002	19,384	93,386
Deletions	<u>(55,226)</u>	<u>-</u>	<u>(55,226)</u>
Balance, December 31, 1995	\$915,695	\$258,664	\$1,174,359
Additions	72,639	14,043	86,682
Deletions	<u>(66,604)</u>	<u>(5,990)</u>	<u>(72,594)</u>
Balance, December 31, 1996	<u>\$921,730</u>	<u>\$266,717</u>	<u>\$1,188,447</u>

Note 6 - LEASE COMMITMENT

The Library's commitment under lease agreements for facilities provide for minimum annual rental payments as follows:

For the Year Ended <u>December 31,</u>	<u>Amount</u>
1997	\$15,000
1998	11,750
1999	<u>4,500</u>
Total	<u>\$31,250</u>

Rental expense incurred under these leases for the years ending December 31, 1996 and 1995 were \$15,000 and \$15,000, respectively.

Note 7 - JOINT VENTURE - BAYOULAND LIBRARY SYSTEM

The Bayouland Library System was established as a cooperative system in 1974 under the provisions of Louisiana Revised Statute 33:1324. The System is comprised of libraries from the parishes of Acadia, Allen, Evangeline, Iberia, Jefferson Davis, Lafayette, Lafourche, St. Martin, St. Mary, Terrebonne and Vermillion and the Cities of Opelousas and Eunice. The university libraries of Louisiana State University at Eunice, Nicholls State University, and the University of Southwestern Louisiana are also members of the library system. The major goal of the System is to provide materials and services that will assist the member libraries in fulfilling their goal of offering the best possible service to library patrons in their respective communities.

This includes interlibrary loan, reference, courier services, continuing education workshops, and cooperative purchases. The library system is governed by an executive council composed of two representatives from each member library. One representative is the director or head librarian, and the other representative is either a member of the Library Board of Control or a representative of the administration of the university. The members of the executive council serve without pay.

Expenditures of the Library for the years ended December 31, 1996 and 1995 include a grant of \$6,638 and \$6,543, respectively, to the Bayouland Library System.

Note 8 - COMPENSATION OF BOARD MEMBERS

No compensation was paid to Board Members during the years ended December 31, 1996 and 1995.

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS



Bourgeois Bennett

**INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Control,
Lafourche Parish Library,
Thibodaux, Louisiana.

We have audited the general purpose financial statements of Lafourche Parish Library (the Library), a component unit of the Lafourche Parish Council, State of Louisiana, as of December 31, 1996 and for the twelve month periods ended December 31, 1996 and 1995, and have issued our report thereon dated June 2, 1997.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards 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 Library 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 Library for the twenty-four months ended December 31, 1996, we obtained an understanding on 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 condition in which the design or operation of the internal control structure elements does not reduce to a relatively low level the risk that errors or 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 operations that we consider to be material weaknesses.

This report is intended for the information of the Board of Commissioners, management, the State of Louisiana and the Legislative Auditor for the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Bougeson Bennett, L.L.C.

Certified Public Accountants.

Thibodaux, La.,
June 2, 1997.



Bourgeois Bennett

COMMUNICATIONS WITH BOARD OF CONTROL

To the Board of Control,
Lafourche Parish Library,
Thibodaux, Louisiana.

In fulfilling our responsibility as Lafourche Parish Library auditors for the years ended December 31, 1996 and 1995, we are required to communicate to the Board of Control certain matters related to the conduct of our audit.

1) **AUDITOR'S RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS AND GOVERNMENT AUDITING STANDARDS**

Our audit was conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States which require that we plan and perform the audit to obtain reasonable assurance about whether the statements are free of material misstatements.

As required, separate letters have been issued on the internal control structure and compliance with laws and regulations.

2) **SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies are described in Note 1 to the financial statements. No new accounting policies were adopted nor required to be adopted for the year ended December 31, 1996.

3) **SIGNIFICANT AUDIT ADJUSTMENTS**

We did not initiate any significant audit adjustments during our recent audit. Year end adjustments and closing entries were prepared and provided to management.

The information is intended solely for the use by the Board of Control and management of Lafourche Parish Library and should not be used for any other purpose.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Thibodaux, La.,
June 2, 1997.



Bourgeois Bennett

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

To the Board of Control,
Lafourche Parish Library,
Thibodaux, Louisiana.

We have audited the general purpose financial statements of Lafourche Parish Library (the Library), a component unit of the Lafourche Parish Council, State of Louisiana, as of and for the year ended December 31, 1996 and 1995, and have issued our report thereon dated June 2, 1997.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards 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 Library is the responsibility of the Library management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Library'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 herein under Government Auditing Standards.

This report is intended for the information of the Board of Commissioners, management, the State of Louisiana and the Legislative Auditor for the State of Louisiana. However, this report is a matter of public record, and its distribution is not limited.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Thibodaux, La.,
June 2, 1997.