

KPMG

OFFICIAL  
FILE COPY  
DO NOT SEND B/T  
(Xerox necessary  
copies from the  
copy and PLAC  
BACK in FILE)

CADDO PARISH COMMISSION

General Purpose Financial Statements and  
Individual Fund Statements

Year Ended December 31, 1995

(With Independent Auditors' Report Thereon)

RECEIVED  
LEGISLATIVE AUDITOR  
96 JUL -1 AM 10:59

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 8-14-96

CADDO PARISH COMMISSION  
Shreveport, Louisiana

General Purpose Financial Statements and  
Individual Fund Statements

Year ended December 31, 1995

Table of Contents

	<u>Exhibit</u>	<u>Page(s)</u>
Independent Auditors' Report		1-2
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types and Account Groups	1	3-4
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund	2	5
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General, Special Revenue, and Debt Service Fund Types	3	6
Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balance - Proprietary Fund Type and Nonexpendable Trust Fund	4	7
Combined Statement of Cash Flows - Proprietary Fund Type and Trust and Agency Fund	5	8
Notes to Combined Financial Statements		9-39
Additional Information - Combining and Individual Fund and Account Group Financial Statements and Schedules:		
Governmental Funds:		
General Fund:		
Comparative Balance Sheet	A-1	40
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	A-2	41
Special Revenue Funds:		
Combining Balance Sheet	B-1	42
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	B-2	43
Road and Bridge Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-3	44-45
Courthouse Maintenance Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-4	46-47
Caddo Detention Center Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-5	48

CADDO PARISH COMMISSION  
Shreveport, Louisiana

General Purpose Financial Statements and  
Individual Fund Statements

Year ended December 31, 1995

Table of Contents, Continued

	<u>Exhibit</u>	<u>Page(s)</u>
Special Revenue Funds, Continued:		
Detention Facility Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-6	49-50
Parks and Recreation Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-7	51
Solid Waste Disposal Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-8	52
Drainage Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-9	53
Juvenile Court Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-10	54-55
Health Unit Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-11	56-58
Law Officers Witness Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-12	59
Biomedical Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-13	60
Shreve Memorial Library Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-14	61-62
Riverboat Boarding Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	B-15	63
Debt Service Fund:		
Comparative Balance Sheet	C-1	64
Comparative Statement of Revenues, Expenditures, and Changes in Fund Balance	C-2	65
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual	C-3	66
Capital Projects Funds:		
Combining Balance Sheet	D-1	67
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	D-2	68

CADDO PARISH COMMISSION  
Shreveport, Louisiana

General Purpose Financial Statements and  
Individual Fund Statements

Year ended December 31, 1995

Table of Contents, Continued

	<u>Exhibit</u>	<u>Page(s)</u>
Proprietary Funds:		
Combining Balance Sheet	E-1	69
Combining Statement of Revenues, Expenses, and Changes in Retained Earnings (Accumulated Deficit)	E-2	70
Combining Statement of Cash Flows	E-3	71
Fiduciary Funds:		
Combining Balance Sheet	F-1	72
Nonexpendable Trust Fund - Jail Site Fund - Comparative Statement of Revenues and Changes in Fund Balance	F-2	73
Nonexpendable Trust Fund - Jail Site Fund - Comparative Statement of Cash Flows	F-3	74
Expendable Trust Fund - Penal Farm Fund - Comparative Statement of Revenues, Expenditures, and Changes in Fund Balance	F-4	75
Combining Statement of Changes in Assets and Liabilities - All Agency Funds	F-5	76
General Fixed Assets Account Group:		
Comparative Schedule of General Fixed Assets - By Source	G-1	77
Schedule of Changes in General Fixed Assets - By Function and Activity	G-2	78
Schedule of General Fixed Assets - By Function and Activity	G-3	79
General Long-Term Obligation Account Group - Schedule of Changes in Long-Term Obligations	H-1	80

## INDEPENDENT AUDITORS' REPORT

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the accompanying primary government financial statements and the combining, individual fund, and individual account group financial statements and schedules of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, as listed in the foregoing Table of Contents. These financial statements and schedules are the responsibility of the Commission's management. Our responsibility is to express an opinion on these 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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

A primary government is a legal entity or body politic and includes all funds, organizations, institutions, agencies, departments, and offices that are not legally separate. Such legally separate entities are referred to as component units. In our opinion, the primary government financial statements present fairly, in all material respects, the financial position of the primary government of the Commission, as of December 31, 1995, and the results of its operations and the cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles. Also, in our opinion, the combining and individual fund and account group financial statements referred to above present fairly, in all material respects, the financial position of each of the individual funds and account groups of the Commission as of December 31, 1995, and the results of operations of such funds and the cash flows of the individual proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

However, the primary government financial statements, because they do not include the financial data of component units of the Commission, do not purport to, and do not, present fairly the financial position of the Commission, as of December 31, 1995, and the results of its operations and the cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 19, 1996, on our consideration of the Commission's internal control structure and a report dated April 19, 1996, on its compliance with laws and regulations.

As discussed in note 12 to the financial statements, the Commission adopted the provisions of Governmental Accounting Standards Board Statement No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues* in 1995.

*KPMG Peat Marwick LLP*

April 19, 1996

## **GENERAL PURPOSE FINANCIAL STATEMENTS**

---

---

---

---

The General Purpose Financial Statements include the combined financial statements which include all funds and account groups of the Commission and are designed to provide an overview of the financial position and results of operations for the Commission as a whole. Additional information in the form of combining and individual fund and account group statements and schedules is also included in this report.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Combined Balance Sheet - All Fund Types and Account Groups, Continued

Liabilities	Governmental Fund Types				Proprietary Fund Type Internal Service Funds	Fiduciary Fund Type Trust and Agency Funds	Account Groups		Totals	
	General	Special Revenue	Debt Service	Capital Projects			General Fixed Assets	General Long-Term Obligation	(Memorandum Only) 1992	1994
Accounts payable and accrued liabilities \$	130,057	1,857,634	—	1,456,231	135,606	20,556	—	—	3,600,084	4,926,102
Retainages payable	—	—	—	245,097	—	—	—	—	245,097	188,866
Deferred compensation benefits payable	—	—	—	—	—	—	—	—	—	—
Due to other funds (note 6)	930,611	1,849,000	—	—	284,315	1,575,766	—	—	1,575,766	1,251,952
Due to other government agencies	—	823,301	—	—	—	258,695	—	—	3,322,621	3,163,733
Refundable deposits and other	—	3,391	—	—	—	—	—	—	823,301	60,000
Deferred revenues (note 3)	153,662	860,032	97,716	207,338	—	—	—	—	3,391	10,962
General obligation bonds, notes and certificates of indebtedness payable (note 5)	—	—	—	—	—	—	—	29,325,000	1,318,748	1,573,167
Revenue anticipation and other notes payable to banks (notes 3 and 5)	—	8,000,000	—	—	—	—	—	—	29,325,000	30,585,000
Accrued insurance claims payable	—	—	—	—	191,466	—	—	—	8,000,000	8,200,000
Accrued compensated absences (note 5)	—	—	—	—	—	—	—	—	191,466	200,116
Total liabilities	<u>1,214,330</u>	<u>13,393,358</u>	<u>97,716</u>	<u>1,908,666</u>	<u>611,387</u>	<u>1,855,017</u>	<u>—</u>	<u>29,582,477</u>	<u>257,477</u>	<u>233,201</u>
<b>Equity and Other Credits</b>									<u>48,662,951</u>	<u>50,393,099</u>
Investment in general fixed assets	—	—	—	—	—	—	77,311,554	—	77,311,554	74,266,981
Contributed capital	—	—	—	—	282,383	—	—	—	282,383	282,383
Retained earnings:										
Reserved:										
Payment of claims	—	—	—	—	1,866,374	—	—	—	1,866,374	1,272,510
Encumbrances	—	—	—	—	34,831	—	—	—	34,831	—
Unreserved	—	—	—	—	(149,742)	—	—	—	(149,742)	(144,981)
Fund balance:										
Reserved for:										
Debt service	—	—	8,606,751	—	—	—	—	—	8,606,751	8,808,795
Encumbrances	22,373	711,918	—	3,331,381	—	—	—	—	4,065,672	1,873,057
Revolving loans to General Fund	—	—	—	—	—	918,730	—	—	918,730	899,511
Industrial development	—	—	—	—	—	376,316	—	—	376,316	703,622
Inventory	13,132	—	—	—	—	—	—	—	13,132	—
Unreserved:										
Designated for future claims	150,000	—	—	—	—	—	—	—	150,000	150,000
Designated for specific projects	—	—	—	150,745	—	—	—	—	150,745	154,351
Designated for subsequent year expenditures	—	565,862	—	9,128,433	—	—	—	—	9,694,295	4,117,802
Undesignated	<u>1,896,540</u>	<u>9,227,203</u>	—	—	—	—	—	—	<u>11,123,743</u>	<u>16,679,916</u>
Total retained earnings/fund balance	<u>2,082,045</u>	<u>10,504,983</u>	<u>8,606,751</u>	<u>12,610,559</u>	<u>1,751,463</u>	<u>1,295,046</u>	—	—	<u>36,850,847</u>	<u>34,514,583</u>
Total equity and other credits	<u>2,082,045</u>	<u>10,504,983</u>	<u>8,606,751</u>	<u>12,610,559</u>	<u>2,033,846</u>	<u>1,295,046</u>	<u>77,311,554</u>	—	<u>114,444,784</u>	<u>109,063,947</u>
Total liabilities, equity, and other credits	<u>\$ 3,296,375</u>	<u>23,898,341</u>	<u>8,704,467</u>	<u>14,519,225</u>	<u>2,645,233</u>	<u>3,150,063</u>	<u>77,311,554</u>	<u>29,582,477</u>	<u>163,107,735</u>	<u>159,457,046</u>

See accompanying notes to combined financial statements.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Combined Statement of Revenues, Expenditures, and Changes in  
Fund Balances - All Governmental Fund Types and Expendable Trust Fund  
Year ended December 31, 1995  
(with comparative totals for year ended December 31, 1994)

	Governmental Fund Types			Fiduciary Fund Type Expendable Trust	Totals (Memorandum Only)	
	General	Special Revenue	Debt Service		Capital Projects	1995
<b>Revenues:</b>						
Ad valorem taxes and special assessments (note 3)	\$ 2,474,757	20,093,340	3,577,115	45,433	26,190,645	26,644,285
Sales tax	—	1,374,513	—	2,731,610	4,106,123	3,726,002
Licenses and permits	413,097	—	—	—	413,097	344,417
Intergovernmental	831,604	2,047,152	—	3,141,675	6,020,431	5,314,982
Fees, charges, and commissions for services	—	106,322	—	—	106,322	79,874
Fines and forfeitures	—	203,100	—	—	203,100	231,618
Gaming	—	975,662	—	—	975,662	535,098
Use of money and property	90,967	549,130	395,804	747,841	1,815,269	1,135,511
Other revenues	245,645	254,049	—	47,783	604,233	357,970
Total revenues	<u>4,056,070</u>	<u>25,603,268</u>	<u>3,972,919</u>	<u>6,714,342</u>	<u>40,434,882</u>	<u>38,369,757</u>
<b>Expenditures:</b>						
Current:						
General government	3,584,339	3,919,260	—	—	7,503,599	7,893,916
Public safety	—	4,988,668	—	—	4,988,668	5,147,997
Health and welfare	160,395	2,020,606	—	—	2,181,001	2,053,025
Education	34,313	—	—	—	34,313	26,565
Highways and streets	—	3,398,209	—	—	3,398,209	3,174,610
Sanitation	—	1,090,880	—	—	1,090,880	1,593,070
Culture and recreation	—	4,143,709	—	—	4,143,709	4,298,864
Economic development	—	2,018,478	—	—	2,018,478	1,282,734
Capital projects	—	—	—	9,069,692	9,069,692	5,917,490
Debt service (note 5):						
Principal retirement	—	85,000	2,280,000	—	2,365,000	1,725,000
Interest, fiscal charges, and fees	—	19,190	1,442,515	—	1,461,705	2,179,048
Sinking funds	—	—	452,448	—	452,448	—
Total expenditures	<u>3,779,047</u>	<u>21,684,000</u>	<u>4,174,963</u>	<u>9,069,692</u>	<u>38,741,711</u>	<u>35,292,319</u>
Excess (deficiency) of revenues over expenditures	<u>277,023</u>	<u>3,919,268</u>	<u>(202,044)</u>	<u>(2,355,350)</u>	<u>1,693,111</u>	<u>3,077,438</u>
<b>Other financing sources (uses):</b>						
Operating transfers in (note 6)	—	685,000	—	9,819,056	10,522,536	8,675,964
Operating transfers out (note 6)	(47,500)	(6,327,736)	—	(3,747,300)	(10,522,536)	(8,675,964)
Certificates of indebtedness proceeds (note 5)	—	—	—	(400,000)	—	480,000
Payment to refunded bond escrow agent	—	—	(13,446,275)	—	(13,446,275)	—
Proceeds of refunding bonds	—	—	13,446,275	—	13,446,275	—
Total other financing sources (uses)	<u>(47,500)</u>	<u>(5,642,736)</u>	<u>—</u>	<u>(6,071,756)</u>	<u>—</u>	<u>480,000</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	229,523	(1,723,468)	(202,044)	3,716,406	1,693,111	3,557,438
Fund balance at beginning of year	1,852,522	12,228,451	8,808,795	8,894,153	32,487,543	28,930,105
Fund balances at end of year	<u>\$ 2,082,045</u>	<u>10,504,983</u>	<u>8,606,751</u>	<u>12,610,559</u>	<u>34,180,654</u>	<u>32,487,543</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget and Actual - General, Special Revenue, and Debt Service Fund Types

Year ended December 31, 1995

	General Fund			Special Revenue Fund Types				Debt Service		Variance - Favorable (Unfavorable)
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual	Adjusted Actual	Budget	Variance - Favorable (Unfavorable)	Actual	Budget	
<b>Revenues:</b>										
Taxes and special assessments	\$ 2,474,757	2,574,491	(99,734)	21,467,853	21,467,853	21,170,148	297,705	3,577,115	3,503,735	73,380
Licenses and permits	413,097	327,500	85,597	2,047,152	1,589,964	1,591,298	(1,334)			
Intergovernmental	831,604	778,775	52,829							
Fees, charges, and commissions for services				106,322	106,322	85,850	20,472			
Fines and forfeitures				203,100	203,100	218,000	(14,900)			
Gaming				975,662	975,662	780,000	195,662			
Use of money and property	90,967	45,000	45,967	549,130	547,777	291,285	256,492			
Other revenues	245,645	136,500	109,145	254,042	254,042	125,621	128,428	395,804	154,000	241,804
Total revenues	4,056,070	3,862,266	193,804	25,603,268	25,144,727	24,262,202	882,525	3,972,919	3,657,735	315,184
<b>Expenditures:</b>										
<b>Current:</b>										
General government	3,584,339	3,618,812	34,473	3,919,260	3,919,260	4,070,416	151,156			
Public safety				4,988,668	4,988,668	5,449,991	461,323			
Health and welfare	160,395	192,510	32,115	2,020,606	1,564,107	1,583,275	19,168			
Education	34,313	47,726	13,413							
Contingencies		29,000	29,000							
Highways and streets										
Sanitation										
Culture and recreation				3,398,209	3,398,209	3,685,395	287,186			
Economic development				1,090,880	1,090,880	1,319,165	228,285			
Debt Service				4,143,709	4,143,709	4,616,022	472,313			
Total expenditures	3,779,047	3,888,048	109,001	21,684,000	21,227,501	23,083,633	1,856,132	4,174,963	4,308,871	133,908
Excess (deficiency) of revenues over expenditures	277,023	(25,782)	302,805	3,919,268	3,917,226	1,178,569	2,738,657	(202,044)	(651,136)	449,092
<b>Other financing sources (uses):</b>										
Operating transfers in										
Operating transfers out	(47,500)	(47,500)		685,000	685,000	685,000				
Payment to refunded bond escrow agent				(6,327,736)	(6,327,736)	(6,327,736)				
Proceeds of refunding bonds (net of \$452,448 in issuance costs)										
Excess (deficiency) of revenues and other sources over expenditures and other uses	(47,500)	(47,500)	302,805	(5,642,736)	(5,642,736)	(5,642,736)		(13,446,275)		(13,446,275)
Fund balances at beginning of year	229,523	(73,282)	302,805	(1,723,468)	(1,725,510)	(4,464,167)	2,738,657	(202,044)	(651,136)	449,092
Fund balances at end of year	\$ 2,082,045	1,852,522	302,805	12,228,451	12,218,843	12,218,843		8,808,795	8,808,795	
		1,779,240	302,805	10,504,983	10,493,333	7,754,676	2,738,657	8,606,751	8,157,659	449,092

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Combined Statement of Revenues, Expenses, and Changes in  
Retained Earnings/Fund Balance

Proprietary Fund Type and Nonexpendable Trust Fund

Year ended December 31, 1995  
(with comparative totals for year ended December 31, 1994)

	<u>Proprietary Fund Type</u> Internal Service Funds	<u>Fiduciary Fund Type</u> Nonexpendable Trust Fund	<u>Totals</u> <u>Memorandum Only</u>	
			<u>1995</u>	<u>1994</u>
Operating revenues:				
Charges for sales and services	\$ 1,738,314	—	1,738,314	1,698,131
Employer's contributions	1,097,723	—	1,097,723	988,783
Employees' contributions	341,022	—	341,022	304,260
Interest income	—	19,219	19,219	10,943
Other	—	—	—	6,522
Total revenues	<u>3,177,059</u>	<u>19,219</u>	<u>3,196,278</u>	<u>3,008,639</u>
Operating expenses:				
Claims	941,355	—	941,355	1,203,442
Cost of sales and services	1,035,686	—	1,035,686	1,070,036
Insurance premiums	487,208	—	487,208	417,473
General and administrative	122,787	—	122,787	110,270
Depreciation and amortization	16,389	—	16,389	18,553
Other	38,367	—	38,367	42,750
Total expenses	<u>2,641,792</u>	<u>—</u>	<u>2,641,792</u>	<u>2,862,524</u>
Operating income	<u>535,267</u>	<u>19,219</u>	<u>554,486</u>	<u>146,115</u>
Nonoperating revenues (expenses):				
Interest income	99,588	—	99,588	51,850
Interest expense	<u>(10,921)</u>	<u>—</u>	<u>(10,921)</u>	<u>(4,702)</u>
Total nonoperating revenues (expenses)	<u>88,667</u>	<u>—</u>	<u>88,667</u>	<u>47,148</u>
Net income	<u>623,934</u>	<u>19,219</u>	<u>643,153</u>	<u>193,263</u>
Retained earnings/fund balance at beginning of year	<u>1,127,529</u>	<u>899,511</u>	<u>2,027,040</u>	<u>1,833,777</u>
Retained earnings/fund balance at end of year	<u>\$ 1,751,463</u>	<u>918,730</u>	<u>2,670,193</u>	<u>2,027,040</u>

See accompanying notes to combined financial statements.

CADDOPARISH COMMISSION  
Shreveport, Louisiana

Combined Statement of Cash Flows -  
Proprietary Fund Type and Nonexpendable Trust Fund

Year ended December 31, 1995  
(with comparative totals for the year ended December 31, 1994)

	Proprietary Fund	Fiduciary Fund Type Nonexpendable Trust Fund	Totals Memorandum Only	
			1995	1994
Cash flows from operating activities:				
Operating income	\$ 535,267	19,219	554,486	146,115
Adjustments to reconcile operating income to net cash provided by operating activities:				
Depreciation and amortization	16,389	—	16,389	18,553
Change in assets and liabilities:				
Increase in other receivables	(24,484)	—	(24,484)	(103,086)
Increase in due from other funds	(284,315)	(18,303)	(302,618)	(4,303)
Increase in inventory	(19,001)	—	(19,001)	(40,840)
Increase (decrease) in accounts payable and other accrued liabilities	(105,469)	—	(105,469)	241,075
Increase in due to other funds	13,386	—	13,386	270,929
Increase (decrease) in insurance claims payable	(8,650)	—	(8,650)	15,633
Net cash provided by operating activities	<u>123,123</u>	<u>916</u>	<u>124,039</u>	<u>544,076</u>
Cash flows from noncapital financing activities – interest expense	<u>(526)</u>	<u>—</u>	<u>(526)</u>	<u>—</u>
Cash flows from capital and related financing activities:				
Purchase of fixed assets	—	—	—	(152,541)
Interest paid on long-term debt	(10,395)	—	(10,395)	(4,702)
Net cash used in financing activities	<u>(10,395)</u>	<u>—</u>	<u>(10,395)</u>	<u>(157,243)</u>
Cash flows from investing activities:				
Purchases of investments	(5,075,044)	—	(5,075,044)	(3,636,540)
Proceeds from sale and maturity of investments	5,128,338	—	5,128,338	3,138,640
Interest on investments	98,029	—	98,029	54,634
Net cash provided by (used in) investing activities	<u>151,323</u>	<u>—</u>	<u>151,323</u>	<u>(443,266)</u>
Net increase (decrease) in cash and cash equivalents	263,525	916	264,441	(56,433)
Cash and cash equivalents at beginning of year	<u>362,636</u>	<u>13,918</u>	<u>376,554</u>	<u>432,987</u>
Cash and cash equivalents at end of year	\$ <u><u>626,161</u></u>	<u><u>14,834</u></u>	<u><u>640,995</u></u>	<u><u>376,554</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

December 31, 1995

(1) **Summary of Significant Accounting Policies**

The Caddo Parish Commission (the "Commission") is the governing authority for Caddo Parish and is a political subdivision of the State of Louisiana. The Commission, under the provisions of Louisiana Revised Statutes 33:1271-1285, enacts ordinances, sets policy, and establishes programs in such fields as criminal and juvenile justice, highways and streets, sanitation, planning and zoning, public health and welfare, libraries, culture and recreational facilities, economic development, and general administrative services.

The Commission was established December 10, 1984, after voter approval of the Home Rule Charter for Caddo Parish on April 7, 1984. The Commission replaced the Caddo Parish Police Jury which was established January 18, 1838.

(A) **Reporting Entity**

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a primary governmental unit's reporting entity for general purpose financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity.

These financial statements present the Caddo Parish Commission (the primary government). The discrete component units included in the Commission's reporting entity are included in a separately issued Comprehensive Annual Financial Report. The blended component unit discussed below is included as part of the primary government.

**Blended Component Unit**

**Shreve Memorial Library Fund (the "Library").** Shreve Memorial Library is governed by a separate eight member board of which five members are appointed by the City of Shreveport and three members are appointed by the Commission. The Commission approves its budget and levies and collects ad valorem taxes dedicated to the operation of the Library system. The Commission issues Revenue Anticipation Notes to provide cash flow for operations. Separate financial statements are not issued on the Library since it has been historically included as a fund within the Commission's financial statements. Because the Commission levies ad valorem taxes and provides cash flow for operations through the issuance of debt, the Library is blended with the Commission's financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

The accounting policies of the Commission conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

**(B) Basis of Presentation**

The accounts of the Commission are organized on the basis of funds or 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. The various funds are summarized by type in the financial statements. The following fund types and account groups are used by the Commission:

**Governmental Funds**

Governmental funds are those through which most governmental functions of the Commission are financed. The acquisition, use, and balances of the Commission's expendable financial resources and the related liabilities are accounted for through governmental funds. All governmental funds and the Expendable Trust Fund are accounted for on a spending measurement focus; that is, the measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the Commission's governmental fund types:

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

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. These funds are also used to account for the construction of public improvements which are to be ultimately financed through assessments to individual property owners.

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 principal, interest, and related costs. The Debt Service Fund receives a dedicated portion of ad valorem taxes paid to the Commission.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**Proprietary Fund**

The Proprietary Fund is used to account for the Commission's ongoing organizations and activities which are similar to those often found in the private sector. The Proprietary Fund is accounted for on a capital maintenance measurement focus; that is, the measurement focus is upon determination of net income. The Internal Service Funds are the only Proprietary Funds maintained by the Commission. The Internal Service Funds are used to account for the financing of services provided by one fund of the Commission to other funds on a cost-reimbursement basis. The following are the Commission's Internal Service Funds:

Group Insurance Fund - The Group Insurance Fund is used to account for employee medical and life insurance coverage.

General Insurance Fund - The General Insurance Fund is used to account for casualty and workmen's compensation insurance coverage and claims.

Fleet Services - The Fleet Services Fund is used to account for the vehicle and equipment repair services provided by the Commission's Central Garage location.

**Fiduciary Funds**

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held in a trustee capacity or as an agent for other governments. These include Expendable Trust, Nonexpendable Trust, and Agency Funds. The Expendable Trust Fund is accounted for in essentially the same manner as governmental funds. The Nonexpendable Trust Fund is accounted for on a capital maintenance measurement focus since capital maintenance is critical. Agency Funds are custodial in nature and do not involve measurement of results of operations.

**Account Groups**

Account groups are used to establish accounting control and accountability for the Commission's general fixed assets and general long-term obligations. The following are the Commission's account groups:

General Fixed Assets Account Group - This account group is established to account for all fixed assets of the Commission.

General Long-Term Obligation Account Group - This account group is established to account for all long-term obligations of the Commission.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**(C) Fixed Assets and Long-Term Liabilities**

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered a measure of "available expendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period. 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. 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.

All governmental fund 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 fair market value on the date donated.

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

Fixed assets of the Proprietary Funds are recorded at cost, if purchased, and at fair market value at date of gift, if donated. Major additions are capitalized while maintenance and repairs which do not improve or extend the life of the respective assets are charged to expense.

Assets in the General Fixed Account Group are not depreciated, nor is interest capitalized. Depreciation is computed on the straight-line method for the fixed assets of the Proprietary Funds over the estimated useful lives of the assets. That portion of depreciation expense applicable to assets acquired with grants, entitlements, and shared revenues is reflected as a reduction of the respective contribution account.

Long-Term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Obligation Account Group, not in the governmental funds.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

The two account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Obligation Account Group.

**(D) Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses 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.

The modified accrual basis of accounting is followed by all governmental funds (General Fund, Special Revenue Funds, Debt Service Fund, and Capital Projects Funds) and the Expendable Trust Fund and Agency Fund. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Ad valorem taxes are considered "measurable" at the time of levy, whereas such items as beer taxes are considered "measurable" when in the hands of intermediary collecting agencies and are recognized as revenue at that time. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Ad valorem taxes are considered to be available if they are collected within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include accumulated unpaid vacation, sick pay, and other employee benefits which are not accrued and principal and interest on general long-term debt which is recognized when due.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the Commission; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Licenses and permits, charges for general governmental services, fines and penalties, and miscellaneous other revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Ad valorem taxes are recorded as revenue at year end if they are collected within 60 days of year end. Other taxes, charges for services, and investment earnings are recorded as earned since they are measurable and available (see note 3 for property tax accrual policy).

Proprietary Funds and the Nonexpendable Trust Fund are accounted for using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

**(E) Budgets and Budgetary Accounting**

The Commission utilizes the following procedures in establishing the budgetary data reflected in the financial statements:

- (1) Prior to November 1, the Administrator submits to the Commission a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- (2) A public hearing is then conducted, after proper official journal notification, to obtain taxpayer comments.
- (3) Prior to December 27, the budget is legally enacted through passage of an ordinance.
- (4) The budget ordinance is structured such that revenues are budgeted by source, and appropriations are budgeted by department (function) or program expenditures. The Home Rule Charter provides that expenditures may not legally exceed appropriations on a functional (departmental or program) basis. Expenditures approved on a functional level are detailed by object account by the Parish Administrator and Finance Director. Revisions to the budget as enacted at the department (function) or program level require Commission action. Revisions at the object level can be approved by the Parish Administrator without seeking approval of the Commissioners. Several such revisions were made during the year ended December 31, 1995.
- (5) The Commission utilizes formal budgetary integration as a management control device and annual budgets are legally adopted for the General Fund, certain Special Revenue Funds, Debt Service Fund, and Expendable Trust Fund.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

- (6) Comparison of budgeted and actual amounts as shown in Exhibit 3 in the accompanying financial report includes the General Fund and those Special Revenue Funds which are included in the annual operating budget and for which a budget to actual comparison is required. Annual operating budgets were not prepared for Section 8 Housing Fund. Section 8 Housing prepares their budget on a grant entitlement basis rather than an annual basis. The budget is not readily convertible to an annual operating budget and thus is not included in the financial statements. Actual amounts for Section 8 Housing are included in the "Nonappropriated Funds" column in Exhibit 3. The capital budget ordinances which encompass the Capital Projects Funds present cumulative as opposed to annual budget amounts, and thus budget and actual comparisons are not reported in the accompanying financial report for these funds. Actual to budget comparison is not required for the Internal Service Fund and Fiduciary Funds.
- (7) The basis of accounting applied to budgetary data presented is substantially consistent with the appropriate basis of accounting for each fund type for which an annual budget is prepared. Appropriations which are not expended lapse at year end.

**(F) Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded to reserve that portion of the applicable appropriation, is employed in the Commission's governmental funds. Every appropriation, except an appropriation for a capital expenditure, will lapse at the close of the fiscal year to the extent it has not been expended. Open encumbrances are reported as reservations of fund balances since the commitments will be honored through subsequent years' budget appropriations. Encumbrances do not constitute expenditures or liabilities.

**(G) Investments**

State statutes authorize the Commission to invest in United States bonds, treasury notes and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool Inc. (LAMP), a nonprofit corporation formed by an

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. All investments of the Commission are stated at cost or amortized cost. Investments, excluding the LAMP investments, are held in the Commission's name through a book-entry system at the Federal Reserve Bank (see note 2 for investment policy). Investments held in the Section 457 Deferred Compensation Plan are carried at market value.

**(H) Inventories**

Inventories are valued at cost using the first in, first out (FIFO) method. Inventory in the Internal Service Fund consists of parts, signs, and fuel, while inventory in the General Fund consists of operating supplies maintained by the Purchasing Department. All departments of the Commission are required to purchase their operating supplies from the Purchasing Department. Inventories are accounted for using the purchase method except in the General Fund where they are accounted for using the consumption method. Inventories in the governmental funds, excluding those in the General Fund above, are recognized as expenditures when purchased. Inventories on hand at December 31, 1995, for governmental funds are immaterial and are approximately the same as at December 31, 1994.

**(I) Deferred Revenues**

Deferred revenues for ad valorem taxes represent those amounts of current year taxes not received within the 60-day period after December 31. Certain licenses are collected in advance; therefore, the recognition of revenue is deferred until the following year.

In addition, deferred revenues in the Road and Bridge Special Revenue Fund and Road Construction Capital Projects Fund exist because paving assessments receivable are collected over several years. Revenue will be recognized as paving assessments receivable become current. As paving assessments become current but are not collected, the receivables then become delinquent. These receivables are secured by the property improved by the assessments and are therefore collectible. Delinquent receivables are immaterial.

**(J) Vacation and Sick Leave**

Full-time Commission employees may earn from nine to twenty-one days of annual leave and twelve to twenty-four days of sick leave per year depending on length of service. Upon resigning, employees may be paid for annual leave of ten to twenty days depending on length of service. Retiring employees are not paid for accrued annual leave, but they are given credit toward retirement length of service. Similarly, employees are not paid for accrued sick leave upon resigning or retiring, but accrued sick leave may be applied against total employment years at retirement.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Full-time Shreve Memorial Library employees may earn from twelve to twenty-two days of annual leave and six to fifteen days of sick leave annually depending on length of service. Employees may accrue a maximum of forty-four days of annual leave and sixty days of sick leave. Any accrual over the maximum is forfeited. Employees resigning or retiring from the Library with proper notice are paid for their accrued annual leave. Accumulated sick leave is canceled upon termination or retirement with no credit toward retirement length of service.

The Commission accrues costs incurred for annual leave in the General Long-Term Obligation Account Group. Accrued sick leave benefits are not accrued due to the Commission's policy of not paying benefits upon termination. No accrual is made in the governmental funds because the current portion of the liability does not exceed a normal year's accumulation of benefits and are deemed immaterial. Vacation and sick leave of Shreve Memorial Library are not accrued due to immateriality.

**(K) Comparative Total Data**

Comparative total data for the prior year have been presented in the accompanying combined financial statements to provide an understanding of changes in the Commission's financial position and operations. However, comparative data (i.e., presentation of prior year totals 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. Certain amounts relating to 1994 have been reclassified in the accompanying financial statements to conform with the 1995 presentation.

**(L) Total Columns on Combined Statements - Overview**

Total columns on the Combined Statements - Overview 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 cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund elimination's have not been made in aggregation of this data.

**(M) Pension Plans**

The Commission participates in two pension plans administered by other governmental entities which cover substantially all employees who meet certain length of service requirements (see note 8 for details of these plans).

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**(N) Deferred Compensation**

Under the guidelines established in accordance with the Internal Revenue Code Section 457, the Commission has a deferred compensation plan which is administered by Public Employees Benefit Services Corporation on behalf of all participating employees. The plan, available to all employees, permits them to defer a portion of their salary until future years. The deferred pay and any income earned on it is not subject to income taxes until actually received by the employee. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

The assets in the plans remain the property of the Commission until paid or made available to participants, subject only to the claims of the Commission's general creditors. The participants have no vested interest or secured or preferred position with respect to the assets or have any claim against the Commission, except as a general creditor, in an amount equal to the fair market value of the participant's account.

It is the opinion of the Commission's legal counsel that the Commission is not liable for losses arising from depreciation or shrinkage in the value of any investments acquired under the deferred compensation plans. However, the Commission believes it has the duty of due care that would be required of an ordinary prudent investor. The Commission also believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

**(O) Reserves**

Use of the term "reserve" in describing governmental fund "Fund Balances" and proprietary fund "Retained Earnings" indicates that a portion of the fund balance or retained earnings is not appropriable for expenditure or is legally segregated for a specific future use. The nature and purpose of these reserves are explained as follows:

Debt Service

This amount represents the portion of fund balance or retained earnings that has been reserved in the Debt Service Fund for future payment of principal and interest on bonded debt and revenue bonds.

Payment of Claims

This amount represents the total retained earnings of the Group Insurance and General Insurance Internal Service Funds which are reserved for payment of insurance claims of Commission employees and casualty and workmen's compensation claims filed against the Commission.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in the governmental funds. Open encumbrances are reported as reservations of fund balances.

Revolving Loans to General Fund

This amount represents the total fund balance of the Jail Site Nonexpendable Trust Fund which, as mandated by the Louisiana State Legislature, is reserved for and restricted to providing a source of funding for the purpose of making annual revenue anticipation loans to the General Fund.

Industrial Development

This amount represents the total fund balance of the Penal Farm Expendable Trust Fund which is reserved for industrial development in Caddo Parish.

Inventory

This amount represents the portion of fund balances that is not available spendable resources.

**(P) Designations**

Use of the term "designated" in describing governmental fund "Fund Balances" indicates that a portion of the fund balance has been segregated to indicate tentative plans for future financial resource use. The nature and purpose of these designations are explained as follows:

Designated for Future Claims

This amount represents a portion of fund balance that has been designated to fund possible claims and losses from lawsuits.

Designated for Specific Projects

This amount has been designated to fund future capital projects.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Designated for Subsequent Year Expenditures

This amount represents a portion of the current year fund balance that has been designated in the subsequent year budget to cover anticipated expenditures in excess of revenues.

**(Q) Interfund Transactions**

There are several types of transactions that are reported in the financial statements as interfund items. Interfund transactions which constitute reimbursements of a fund for expenditures or expenses initially made from that fund which are properly applicable to another fund are recorded as expenditures or expenses in the reimbursing fund and as reductions of the expenditure or expense in the fund that is being reimbursed. Nonrecurring or nonroutine transfers of equity between funds are treated as residual equity transfers and are reported as additions to or deductions from fund balance. All other transfers are treated as operating transfers and are included in the results of operations of both governmental and fiduciary funds. Reference should be made to note 6 regarding interfund transactions.

The Criminal Court Agency Fund includes receipts and disbursements of the First Judicial District Court. The monies in the fund are not available for use by the Commission. However, state law requires that the Commission fund all deficits of the fund and entitles the Commission to one-half of any surplus. These transactions are accounted for as receipts or disbursements of the Criminal Court Fund and the General Fund as applicable.

**(R) Grants From Other Governmental Agencies**

Federal and state governmental agencies represent an important source of supplementary funding to finance housing, employment, and construction programs, and other activities beneficial to the parish. These funds, primarily in the form of grants, are recorded in the General, Special Revenue, and Capital Projects Funds. A grant receivable is recorded when the Commission has a right to reimbursement under the related grant. The grants normally specify the purpose for which the funds may be used and are audited annually under the single audit approach as mandated in the Single Audit Act of 1984.

**(S) Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Commission considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**(T) Capital Leases**

Capital leases are recorded as expenditures and other financing sources at inception in governmental funds at an amount equal to the present value of minimum lease payments. The asset is recorded in the General Fixed Assets Account Group and the related debt in the General Long-Term Debt Account Group. In proprietary funds, capital leases are recorded as assets and liabilities at inception at an amount equal to the present value of minimum lease payments.

**(2) Cash and Investments**

**(A) Deposits**

All deposits of the Commission are held by area financial institutions. At December 31, 1995, the carrying amount of the Commission's cash deposits was \$3,610,967 and the bank balance was \$4,624,323. The difference results from outstanding checks. Included in the cash deposit are overnight repurchase agreements of \$6,049,543. At December 31, 1995, all deposits were insured and collateralized by securities with market values exceeding the amount on deposit. Collateral securities were held in the Commission's name by the Federal Reserve Bank and require Commission approval in order to release the collateral.

The Commission maintains a pooled cash and investments account for all funds of the Commission. Each fund's positive equity in the pooled cash account is presented as "Cash" in the statements. Negative equity balances have been reclassified and are reflected as interfund accounts payable. Interest income and interest expense are allocated to each respective individual fund monthly, based on their respective fund balances.

**(B) Investments**

State statutes authorize the Commission to invest in direct obligations of the United States Treasury, United States government agency obligations, Louisiana Asset Management Pool, or certificates and time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the State of Louisiana.

The Commission's investments, with the exception of the Louisiana Asset Management Pool and mutual funds held by the Deferred Compensation Fund, are considered to be Category 1. Category 1 includes investments that are insured or registered or for which the securities are held by the Commission or its safekeeping agent in the Commission's name. The collateral for the repurchase agreement is held in the Commission's name through joint custody with the Federal Reserve Bank. The U.S. agency obligations are held in the Commission's name through a book-entry system at the Federal Reserve Bank.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

	<u>Category 1</u>	<u>Carrying Amount</u>	<u>Market Value</u>
U.S. agency obligations	\$ 14,693,755	14,693,755	14,876,575
Mutual funds		1,575,766	1,575,766
Louisiana Asset Management Pool		<u>5,469,618</u>	<u>5,469,618</u>
Total investments		21,739,139	21,921,959
Total deposits		<u>3,610,967</u>	<u>4,624,323</u>
Cash, cash equivalents, and investments		\$ <u>25,350,006</u>	<u>25,532,826</u>

(3) Property Taxes

The Commission levies taxes on real and business personal property located within Caddo Parish's boundaries. Property taxes are levied by the Commission on property values assessed by the Caddo Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The Caddo Parish Sheriff's Office bills and collects property taxes for the Commission. Collections are remitted to the Commission monthly. Commission property tax revenues are recognized when levied to the extent that they are collected within 60 days after year end. Collections of 1994 property taxes in 1995 were used for repayment of revenue anticipation notes payable. The proceeds of the notes payable were used to finance 1994 activities.

Property Tax Calendar

Assessment date	January 1
Levy date	Not later than June 1
Tax bills mailed	On or about November 25
Total taxes are due	December 31
Penalties and interest are added	January 1
Lien date	January 1
Tax sale - 1995 delinquent property	May 17, 1996

The Commission is permitted to levy taxes up to 10% of the assessed property valuation for each specified purpose, or, in the aggregate for all purposes, 35% of the assessed valuation for the payment of principal and interest on long-term debt after approval by the voters of the parish. A total of approximately \$302,905,094 of additional bonded debt is available for issuance pursuant to the 35% limitation. Property taxes are recorded as receivables and revenues in the year assessed, net of combined estimated allowance for uncollectible accounts of \$1,170,184. Taxes totaling \$1,022,527 not collected within 60 days have been deferred.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Assessed values are established by the Caddo Parish Tax Assessor each year on a uniform basis at the following ratios to fair market value:

10% land	15% machinery
10% residential improvements	15% commercial improvements
15% industrial improvements	25% public service properties, excluding land

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 1992. Total assessed value was \$949,228,840 and \$942,377,110 in 1995 and 1994, respectively. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was \$259,589,360 and \$256,300,510 of the assessed value in 1995 and 1994, respectively.

The distribution of the Commission's levy (tax rate per \$1,000 assessed value) to its funds was as follows for 1995:

<u>Fund</u>	<u>Property Within Shreveport or Vivian</u>	<u>Property Outside Shreveport and Vivian</u>
General Fund	\$ 3.09	6.18
Road and Bridge	5.27	5.27
Courthouse Maintenance	3.08	3.08
Caddo Detention Center	6.81	6.81
Parks and Recreation	0.81	0.81
Solid Waste Disposal	0.53	0.53
Drainage	1.41	1.41
Juvenile Court	2.23	2.23
Health Unit	2.63	2.63
Shreve Memorial Library	5.16	5.16
Biomedical Center	2.00	2.00
Debt Service	<u>5.20</u>	<u>5.20</u>
	<u>\$ 38.22</u>	<u>41.31</u>

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

(4) Changes in Fixed Assets

A summary of changes in general fixed assets of the governmental funds and fixed assets of the Proprietary Funds follows:

	Balance January 1, <u>1995</u>	<u>Additions</u>	<u>Retirements</u>	Balance, December 31, <u>1995</u>
General Fixed Assets Account Group:				
Land and land improvements	\$ 5,471,622	10,000	73,260	5,408,362
Buildings and structures	51,870,031	840,257	2,438	52,707,850
Machinery and equipment	13,056,327	2,159,005	855,585	14,359,747
Vehicles	3,831,942	240,524	374,170	3,698,296
Construction in progress	<u>37,059</u>	<u>1,903,228</u>	<u>802,988</u>	<u>1,137,299</u>
	<u>\$ 74,266,981</u>	<u>5,153,014</u>	<u>2,108,441</u>	<u>77,311,554</u>

	Balance January 1, <u>1995</u>	<u>Additions</u>	<u>Retirements</u>	Balance, December 31, <u>1995</u>
Fixed Assets of Proprietary Fund:				
Land	\$ 163,475	—	—	163,475
Sewer line	107,541	—	—	107,541
Buildings	112,334	—	—	112,334
Vehicles	11,089	—	—	11,089
Equipment	<u>40,485</u>	<u>—</u>	<u>—</u>	<u>40,485</u>
	434,924			434,924
Less accumulated depreciation	<u>18,553</u>	<u>16,389</u>	<u>—</u>	<u>34,942</u>
	<u>\$ 416,371</u>	<u>16,389</u>	<u>—</u>	<u>399,982</u>

The Fleet Services Fund is an Internal Service Fund established to account for the vehicle and equipment repair services provided by the Commission's Central Garage facility. Fixed assets with a net book value of \$282,383 that were accounted for in the general

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

fixed assets account group were transferred to the Fleet Services Fund at inception. The assets transferred consisted of the Garage building and land and equipment and vehicles. The transfer was recorded as contributed capital on the Fleet Services Fund and as a retirement in the General Fixed Assets Account Group. In addition, the Fleet Services Fund constructed a sewer line in 1994. The original estimated useful lives of the classes of depreciable fixed assets are as follows:

Sewer Line	50 years
Building	45 years
Vehicles	5 years
Equipment	5-20 years

The remaining estimated useful lives of these assets at inception of the Fleet Services Fund will differ from the above in determining yearly depreciation expense as these assets were contributed at net book value at inception.

The Commission leases a portion of the Caddo Parish Health Unit to the State of Louisiana under an operating lease expiring in the year 2002. The building being leased has a cost of \$1,497,063.

Minimum future rentals to be received for each of the next five years are as follows:

<u>Years Ended</u>	<u>Amount</u>
1996	\$ 119,325
1997	119,325
1998	106,438
1999	42,000
2000	42,000

(5) **Long-Term Debt**

Long-Term debt at December 31, 1995, is comprised of the following issues:

General obligation bonds - applicable to general parish operations:

\$15,000,000 1981 Public Improvement Serial Bonds Series C, due in annual installments of \$5,000 through July 1, 2001; interest at 4.9% to 5.0%	\$ 30,000
--	-----------

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

\$18,000,000 1989 Public Improvement Serial Bonds, due in annual installments of \$635,000 to \$805,000 through February 1, 1999; interest at 7.0% to 10.0%	\$ 2,875,000
\$4,500,000 1991 Public Improvement Serial Bonds, due in annual installments of \$135,000 to \$435,000 through February 1, 2011; interest at 7% to 10%; callable after February 1, 2001	4,145,000
\$10,810,000 1993 Refunding Bonds, due in annual installments of \$1,790,000 to \$2,430,000 through September 1, 1999; interest at 4.10% to 4.75%	8,195,000
\$13,685,000 1995 Refunding Bonds, due in annual installments of \$145,000 to \$1,685,000 beginning February 1, 1997 through February 1, 2009; interest at 4.35% to 5.50%	<u>13,685,000</u>
Total general obligation bonds payable	<u>28,930,000</u>
\$480,000 Certificates of Indebtedness, Series 1994, due in annual installments of \$90,000 to \$110,000 through April 1, 1999; interest at 4% to 6%	<u>395,000</u>
Total long-term debt	\$ <u>29,325,000</u>

The annual requirements to amortize all long-term debt outstanding as of December 31, 1995, including interest payments of \$10,739,000 are as follows:

<u>Years Ending December 31,</u>	<u>Long-Term Debt Payable</u>
1996	\$ 4,375,515
1997	4,474,190
1998	4,352,054
1999	4,738,433
2000	2,083,838
2001-2005	10,535,643
2006-2010	9,054,980
2011 and thereafter	<u>449,347</u>
	<u>\$ 40,064,000</u>

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

A summary of changes in general long-term obligations follows:

	Long Term Debt	Accrued Compensated Absences	<u>Total</u>
Balance, December 31, 1994	\$ 30,585,000	233,201	30,818,201
Debt retirements	14,945,000	—	14,945,000
Debt additions and net increase in accrued compensated absences	<u>13,685,000</u>	<u>24,276</u>	<u>13,709,276</u>
Balance, December 31, 1995	\$ <u>29,325,000</u>	<u>257,477</u>	<u>29,582,477</u>

During May 1995, the Commission issued \$13,685,000 in general obligation refunding bonds with interest rates ranging from 4.35% to 5.50% to advance refund a portion of the 1989 Series General Obligation Bonds in the amount of \$12,580,000, with interest rates ranging from 7.1% to 7.2%. The outstanding principal balances on the 1989 series bonds from February 1, 2000 to February 1, 2009 were the balances subject to the advance refunding. The net proceeds of \$13,446,275 (net of \$238,725 in underwriting fee, insurance, and other issuance costs) and \$452,448 of existing Commission funds were deposited in an irrevocable trust with an escrow agent to provide for future debt service payments on the 1989 bonds. As a result, at December 31, 1995, \$12,580,000 of the 1989 bonds are considered to be defeased and the liability for those bonds has been removed from the general long-term debt account group. The outstanding balance of the defeased bonds at December 31, 1995 is \$12,580,000, as no payments are due until February 1, 2000.

The Commission advance refunded a portion of the 1989 general obligation bonds to reduce its total debt service payments over the next fourteen years by approximately \$1,395,519 and to obtain an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately \$772,719.

Principal payments of \$2,280,000 plus interest of \$1,304,324 on the bonds payable were paid from the Debt Service Fund. Principal payment of \$85,000 plus interest of \$19,190 on the Certificates of Indebtedness was paid from the Courthouse Maintenance Fund and the Parks and Recreation Fund.

There are a number of limitations and restrictions contained in the various bond indentures and the Certificates. The Commission is in substantial compliance with all significant limitations and restrictions.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

General obligation bonds are direct general obligations of the Commission. Principal and interest are payable from ad valorem taxes levied on all taxable property within the parish.

As of December 31, 1995, the Commission had \$8,000,000 in revenue anticipation notes payable to banks at a rate of 4.85%, maturing on March 1, 1996.

(6) Other Required Individual Fund Disclosures

(A) Interfund Receivables and Payables

Individual fund interfund receivable and payable balances at December 31, 1995, were as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 58,695	930,611
Special Revenue Funds:		
Section 8 Housing	26,715	—
Courthouse Maintenance	—	1,300,000
Parks and Recreation	—	4,000
Drainage	—	420,000
Health Unit	—	125,000
Capital Projects Funds:		
Capital Outlay	2,049,000	—
Internal Service Funds:		
Group Insurance	284,315	—
Fleet Services	—	284,315
Fiduciary and Agency Funds:		
Jail Site	903,896	—
Penal Farm	—	200,000
Criminal Court	—	58,695
	<u>\$ 3,322,621</u>	<u>3,322,621</u>



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**(B) Operating Transfers**

A reconciliation of operating transfers follows:

	<u>Operating Transfers</u>	
	<u>In</u>	<u>Out</u>
General Fund	\$ —	47,500
Special Revenue Funds:		
Road and Bridge	—	553,000
Courthouse Maintenance	—	1,826,000
Caddo Detention Center	—	575,000
Detention Facilities	685,000	—
Parks and Recreation	—	116,500
Solid Waste Disposal	—	362,000
Drainage	—	1,135,000
Juvenile Court	—	133,400
Health Unit	—	610,196
Riverboat Boarding	—	1,016,640
Capital Projects Funds:		
Library Bond	35,000	—
Road Construction	—	3,619,000
Parks Improvement	—	93,300
Capital Outlay	9,784,056	35,000
Fiduciary and Agency Funds - Penal Farm	<u>18,480</u>	<u>400,000</u>
	<u>\$ 10,522,536</u>	<u>10,522,536</u>

The Capital Outlay Fund was established to budget and monitor the status of ongoing capital projects and expenditures. The funding for this fund is provided primarily through operating transfers from various other funds of the Commission.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

(7) Compliance, Stewardship, and Accountability

(A) Excess of Expenditures Over Appropriations

For those funds for which a budget to actual comparison was made, 1995 actual expenditures exceeded budgeted expenditures on a departmental basis as follows:

<u>Fund</u>	<u>Expenditures</u>		<u>Unfavorable</u>
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General Fund:			
District Attorney	\$ 1,139,315	1,177,862	(38,548)
Coroner	224,296	262,702	(38,406)
Special Revenue Funds:			
Courthouse Maintenance:			
Coroner	33,891	34,785	(894)
Debt Service	78,090	78,142	(52)
Caddo Detention Center –			
Public Safety	506,040	547,678	(41,638)
Detention Facilities –			
Juvenile Detention Center	689,012	783,283	(94,271)
Parks and Recreation –			
Culture and Recreation	444,278	454,952	(10,674)
Juvenile Court:			
Court and Detention Home	1,362,394	1,422,331	(59,937)
District Attorney	123,191	181,371	(58,180)
Health Unit:			
Highland Health Unit	444,131	445,633	(1,502)
David Raines Health Center	—	23,179	(23,179)
Law Officers Witness – Public			
Safety	26,500	30,256	(3,756)
Riverboat Boarding	5,450	5,597	(147)

Explanations for some of the larger unfavorable budget variances are as follows:

General Fund

**Coroner** — The unfavorable variance is due to an anticipated reduction in the Parish portion of financial support for the Coroner's Office that did not occur.

Caddo Detention Center

**Public Safety** — Expenditures were over budget primarily due to legal fees incurred in final settlement of the City of Shreveport jail lawsuit.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**Detention Facilities**

**Juvenile Detention Center** — Expenditures exceeded budget due to an allocation of building operation costs that occurred for the first time in 1995.

**Juvenile Court**

**Court** — Expenditures exceeded budget due to the addition of a third judgeship in 1995, including staff and office equipment.

**District Attorney** — Expenditures exceeded budget due to the addition of an additional prosecutor to serve the new court section, including staff and office equipment.

**Health Unit**

**David Raines Health Center** — The unfavorable variance is due to the opening of a new health services facility in late 1995.

**(B) Deficit Retained Earnings**

The Fleet Services Fund has a deficit retained earnings of \$114,911 which should be funded by assignments of additional repair work to the central garage facility and surcharges on billing to departments.

**(8) Defined Benefit Pension Plans**

**(A) Description of Plans**

The Commission provides retirement, death, and disability benefits to its employees through two pension plans administered by other governmental entities. These plans are:

**Parochial Employees' Retirement System of Louisiana (Parochial Plan)**

Substantially all Commission employees are members of this cost-sharing multiple-employer public employee statewide plan. All classified parish employees who work at least 28 hours per week and are under 60 years of age are required to become members of the plan on the date of employment. Benefit provisions are established in accordance with Louisiana State Statute. As of December 31, 1994, there were 20,967 members covered by the Parochial Plan, of which 3,772 were retired beneficiaries, 12,455 were active employees, 4,684 were terminated employees entitled to benefits but not yet receiving them, and 56 were employees in the Deferred Retirement Option Plan.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Pension Benefits - Employees are eligible for retirement if the employee has: (a) 30 years of service, regardless of age, (b) 25 years of service and is at least age 55, or (c) 10 years of service and is at least age 60. The monthly retirement allowance is equal to 3 percent of the employee's final compensation multiplied by years of service. Benefits cannot exceed 100 percent of the employee's final compensation. Employees become vested in the system after 10 years of service. Benefit provisions are established by Louisiana State Statute.

Death and Disability Benefits - Upon the death of any Parochial Plan member in active service with 5 or more years of service, not eligible for retirement, survivor benefits paid are equal to 60 percent of final compensation for a surviving unmarried spouse with minor children. The benefits will continue as long as the spouse lives and is unmarried or until there are no minor children. For a surviving unmarried spouse with no minor children, the benefits are 40 percent of final compensation upon attainment of age 60 by the spouse, or upon becoming disabled, and are payable as long as the spouse lives and is unmarried. For minor children with no parents, the benefits are 30 percent of final compensation for each child, not to exceed 60 percent in total. For Parochial Plan members who are eligible for retirement, the surviving spouse is eligible for normal retirement benefits.

If a member with at least 5 years of service becomes disabled, he is eligible to receive benefits of 3 percent of the member's final compensation multiplied by his years of service. However, the number of years will be considered to be at least 15, or the number of actual years plus additional years to age 60, whichever is less. Benefits cannot exceed 100 percent of final compensation.

Funding Sources - Covered employees are required to contribute 9.5 percent of their salary to the Parochial Plan. The Commission is required to contribute 8 percent of covered employees' salaries. The employer and employee contribution obligations are established by Louisiana State Statute.

**City of Shreveport Employees' Retirement System (City Plan)**

Substantially all employees of the Shreve Memorial Library are members of this single-employer plan which is administered by the City of Shreveport. Enrollment is mandatory for full-time permanent employees. As of December 31, 1994, there were 2,160 members covered by the City Plan, of which 565 are retired beneficiaries, 1,589 are active employees, and 6 are terminated employees entitled to benefits but not yet receiving them. Of the total, 53 are Shreve Memorial Library employees.

Pension Benefits - To be eligible for retirement benefits, employees must have 30 years of service regardless of age, or be age 65 and have 10 years of service, if hired before January 1, 1979, be 55 years of age with 20 years of service. Employees hired after January 1, 1979, must be 55 years of age with 25 years of creditable service or age 60 with 20 years of service. Employees become vested in the system after 15 years of creditable service. Benefit provisions are established by Shreveport City Ordinance.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Benefits available to employees consist of an annuity, which is the actuarial equivalent of the employee's accumulated contributions, plus annual pension, which together with the annuity, provides total retirement allowance equal to 3 percent of average compensation times years of creditable service. For service retirement benefit prior to age 65 with less than 20 but more than 10 years of service, the benefit is reduced by 1/4 percent for each month below age 65. If a member dies after retirement and leaves a surviving spouse to whom he/she had been married for at least one year immediately preceding death, such spouse receives 50 percent of the member's retirement benefit for the rest of his/her life.

Death and Disability Benefits - A disability benefit is available if a member is unable to engage in any substantial, gainful activity by reason of medically determined physical or mental impairment which is likely to be permanent. Disability retirement from the City Plan requires 5 years or more of creditable service in order for an employee to be eligible to receive benefits. Death benefit requirements specify that an employee must have been in active service with 10 years or more of creditable service in the City Plan.

Funding Sources - Covered employees are required to contribute 9% of their salary to the City Plan while the employer is required to contribute 9.15% of the covered employee's salaries. The employer and employee contribution obligations are established by Shreveport City Ordinance.

**Total Payroll and Amount Contributed - Both Plans**

Payroll of Commission employees covered by pension plans in 1995 and contributions made by the Commission were as follows:

	<u>Payroll</u>	Amount Contributed - <u>Employer</u>	Percent of Total Covered <u>Payroll</u>
Parochial Employees' Retirement System	\$ 7,067,500	565,400	8.00%
City of Shreveport Employees' Retirement System	1,144,590	104,730	9.15%
Commission employees not covered by a pension plan	<u>2,079,341</u>	<u>—</u>	<u>—</u>
	\$ <u>10,291,431</u>	<u>670,130</u>	<u>6.51%</u>

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

**(B) Plan Asset Matters**

Investments are recorded at market value. As of December 31, 1995, the assets of the retirement systems are invested as follows:

City of Shreveport Employees' Retirement System:	
Government and agency securities	\$ 18,922,964
Corporate bonds	40,542,390
Stocks	<u>55,968,902</u>
	<u>\$ 115,434,256</u>
Parochial Employees' Retirement System of Louisiana (unaudited):	
Cash and cash equivalents	\$ 41,001,828
Government and agency securities	218,977,181
Collateralized mortgage obligations	292,901,872
Stock	193,424,936
Other	<u>5,111,500</u>
	<u>\$ 751,417,317</u>

**(C) Funding Status and Progress**

The amount shown below as "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess a plan's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits, and make comparisons among public employee retirement systems and employers when due. The plans in which the Commission participates do not make separate measurements of assets and pension benefit obligations for individual employers. The measure is the actuarial present value of credited projected benefits and is independent of the funding method used to determine contributions to the plans.

The pension benefit obligation of the City Plan at December 31, 1995, was computed as part of an actuarial valuation performed as of December 31, 1994. Significant actuarial assumptions used in the valuation include (a) a rate of return on the investments of present and future assets of 9% per year compounded annually, (b) projected annual individual salary increase of 5%, with 3.5% attributable to inflation and 1.5% attributable to seniority/merit; some postretirement benefit increases at 5% and other benefits at 3.5%, (c) a payroll growth of 0% per year, (d) expected death rates were developed by projecting the UP-1984 Unisex Mortality Table (male set forward by one year and female set back by four years), and (e) retirement of all eligible employees by the age of 69.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

The pension benefit obligation of the Parochial Plan at December 31, 1995, was computed as part of an actuarial valuation performed as of December 31, 1994. Significant actuarial assumptions used in the valuation include: (a) a rate of return on the investment of present and future assets of 8%, (b) projected salary increases of 5.5% (the breakdown of this salary increase attributable to inflation and merit was not available from the actuary), (c) annuitant mortality rates of 110% of 1971 Group Annuity Mortality Table, (d) disabled lives mortality of 175% of 1971 Group Annuity Mortality Table, and (e) retirement of all eligible employees by the age of 65.

At December 31, 1994, the date of the latest actuarial valuations, the pension benefit obligations of the City Plan and Parochial Plan were \$95,950,000 and \$691,858,596, respectively, as follows:

	<u>City Plan</u>	<u>Parochial Plan</u>	<u>Total</u>
Pension benefit obligation:			
Retirees and beneficiaries			
currently receiving benefits			
and terminated employees			
not yet receiving benefits	\$ 51,530,000	287,391,203	338,921,203
Current employees:			
Accumulated employee contributions,			
including allocated investment			
income	21,010,000	145,419,397	166,429,397
Employer-financed vested	19,360,000	75,070,183	94,430,183
Employer-financed nonvested	<u>4,050,000</u>	<u>183,977,813</u>	<u>188,027,813</u>
Total pension benefit			
obligation	95,950,000	691,858,596	787,808,596
Net assets available for benefits,			
at market value	<u>116,249,000</u>	<u>597,625,304</u>	<u>713,874,304</u>
(Assets in excess of pension benefit			
obligation) and unfunded pension			
benefit obligation	\$ <u>(20,299,000)</u>	<u>94,233,292</u>	<u>73,934,292</u>

The changes in 1994 that effected the pension benefit obligations of the City Plan were: (1) net interest, (2) change in benefits accumulated, (3) benefits paid, and (4) plan amendments. The dollar effect of the changes was \$7,612,000, \$5,435,000, \$7,117,000 and \$1,880,000, respectively.

**(D) Contribution Requirements and Contributions Made**

The City Plan's funding policy provides for actuarially determined contributions at rates that, for individual employees, remain level as a percentage of compensation. The contribution rate for normal cost is determined using the entry age normal cost method. The plan uses the level percentage of payroll method to amortize the unfunded liability over a 28-year period.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

The significant actuarial assumptions used to compute the actuarially determined contribution requirement are the same as those used to compute the pension benefit obligation. The total contribution to the City Plan for 1995 of \$6,290,964, of which \$205,112 was contributed by the Commission and employees of Shreve Memorial Library, was made in accordance with actuarially determined requirements through an actuarial valuation performed as of December 31, 1994. The contribution consisted of \$3,863,000 of normal cost (11.7% of current covered payroll) and \$2,427,964 to amortize the unfunded actuarial liability (7.3% of current covered payroll). Employer contributions were \$3,177,633 of which the Commission contributed \$104,730 (9.15% of current covered payroll); employees contributed \$3,113,331 including \$100,382 contributed by Commission employees (9% of current covered payroll).

The Commission's funding policy for the Parochial Plan, its multiple-employee cost-sharing plan, provides for contributions to be made by the Commission and by the individual employees participating in the plans as described in (A) above.

The following information has been obtained for the Parochial Plan from the latest actuarial information of the system which was December 31, 1994, except for the individual employer (Commission) contribution information, which is an estimate based on the Commission's payroll as a percentage of total estimated payroll.

Actuarially determined employer's contribution for 1995 for all employers	\$ 19,047,070
Total estimated payroll	260,222,358
Employer normal cost as of January 1, 1995	13,886,471
Amortization payment on unfunded accrued liability	6,364,209
Estimated actuarially determined employer's contribution for the Commission	565,400
Commission covered payroll	7,067,500
Percentage of Commission contribution requirement to total contribution requirement	2.97%
Employer contributions	565,400
Employee contributions	671,413
Percentage of employer contributions to total payroll	8.0%
Percentage of employee contributions to total payroll	9.5%

**Trend Information**

Trend information gives an indication of the progress made in accumulating sufficient assets to pay benefits when due. Ten-year trend information of the City Plan may be found in the Required Supplementary Information section of the Comprehensive Annual Financial Report of the City of Shreveport. For each of the years ended 1992, 1993, and 1994, respectively, available assets were sufficient to fund 114.5%, 118.7%, and 118.7% of the pension benefit obligation. For 1992, 1993, and 1994 assets in excess of the pension benefit obligation represent (41.8)%, (53.8)%, and (18.3)%, respectively, of the annual payroll for employees covered by the City Plan.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

Showing unfunded pension benefit obligation as a percentage of annual covered payroll approximately adjusts for the effects of inflation for analysis purposes. In addition, for the three years ended 1992, 1993, and 1994, the employer contributions to the City Plan, all made in accordance with actuarially determined requirements, were 9.15%, 9.15%, and 9.15%, respectively, of annual covered payroll.

Ten-year historical trend information of the Parochial Plan is available in the separately issued retirement system report. The trend information provides information about progress made in accumulating sufficient assets to pay benefits when due.

**(9) Post-Employment Health Care Benefits**

In addition to the pension benefits described in note 8, the Commission provides postretirement health care benefits and life insurance, in accordance with state statutes, to all retiring employees who were participating in the group insurance plan prior to their retirement date. The Commission is self-insured for medical benefits including postretirement health care benefits and life insurance. Currently, there are ninety-six retirees receiving life insurance coverage, with sixty-six also receiving health care benefits. The Commission reimburses 80 percent of the amount of validated claims for medical and hospitalization costs incurred by pre-Medicare employees and their dependents. The Commission also reimburses 80 percent of Medicare supplemental benefits for retirees over the age of 65. Expenditures for postretirement health care benefits are recognized in the year claims are incurred. During 1995, expenditures of \$221,307 were recognized for postretirement health care. In addition, expenditures of \$18,667 were recognized for life insurance benefits paid during 1995.

**(10) New Funds**

The Commission established the Detention Facilities Fund as a Special Revenue Fund to account for the proceeds of a special ad valorem tax and other revenues dedicated to the maintenance and operation of the Caddo Correctional Center and Juvenile Court Detention Facility. These ad valorem proceeds were initially accounted for in the Caddo Detention Center Fund prior to 1995, as they were dedicated to the maintenance and operation of the Detention Center. The Caddo Correctional Center was opened during 1995 and operations were transferred to the new facility.

**(11) Contingencies**

**Litigation**

The Commission is a defendant in several lawsuits involving civil actions. In the opinion of legal counsel, the Commission's ultimate exposure is unknown at this time. The Commission maintains stop-loss coverage with an insurance company for liability claims in excess of \$50,000 per occurrence and \$350,000 in the aggregate. It is the policy of the Commission to pay judgments against the Commission on a current basis from current revenues. Settlements from litigation, insurance, and liability claims are

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

included in General Insurance Fund expenditures. The Commission maintains property, general, automobile, and excess liability insurance coverage. The limits of coverage of the excess liability policy is \$2,000,000 per occurrence and in the aggregate, while the remaining policies have a \$1,000,000 limit per occurrence. The general liability policy also contains an annual aggregate limit of \$3,000,000 for general and employee benefits liability. The limits of liability are in excess of the stop-loss coverage maintained by the Commission.

In a suit filed by the City of Shreveport, a judgment was rendered on September 6, 1994, in which the Caddo Parish Sheriff and the Caddo Parish Law Enforcement District were held liable for \$1,013,109 for maintaining parish prisoners in the Shreveport City Jail. The judgment held the Commission secondarily liable with the Sheriff, implying that if the Sheriff is incapable of satisfying his monetary obligation under the judgment, the Commission may be required to pay a portion. The Commission, the Sheriff, and the Law Enforcement District appealed the judgment. The judgment was reversed by the Appellate Court and the Commission was held liable but for an amount less than the original judgment. In March 1996, the Commission settled the suit for \$288,254. The settlement was accrued as of December 31, 1995, within the Caddo Detention Center and Detention Facility Funds.

**Grant Disallowances**

The Commission participates in a number of state and federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Commission management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

**(12) Risk Management**

In 1995, the Commission adopted the provisions of Governmental Accounting Standards Board No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues* (GASB 10). Internal service funds were already being utilized to account for the risk activities and the charges to other funds was reported as revenues in the internal service funds and expenditures were reported in the contributing funds. Therefore, the only reporting change required were the following disclosures.

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters. The Group Insurance Fund is used to account for self-insurance activities involving group medical and life insurance coverage for Commission employees. The General Insurance Fund is used to account for self-insurance activities involving workers' compensation and general liability claims.

The Commission is self-insured for medical benefits and workers' compensation coverage. Employees contribute for medical benefits coverage, and each department that pays

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Combined Financial Statements

salaries contributes for both medical and workers' compensation coverage. The Commission maintains stop-loss coverage with an insurance company for medical claims in excess of \$75,000 per occurrence with an aggregate total of 125% of expected losses. Stop-loss coverage is also maintained for workers' compensation cases above \$200,000. Settlements have not exceeded insurance coverage for each of the past three fiscal years.

Payments to the internal service funds are accounted for as revenues by the receiving fund and expenditures/expenses by the paying funds. Payments into the fund are available to pay claims and administrative costs of the self-insurance programs. Payments in excess of actual expenses are recorded as operating transfers. At December 31, 1995, \$1,818,221 and \$48,153 are reported as a designation of the Group Insurance Fund and General Insurance Fund retained earnings balance for future catastrophic losses.

All self-insurance programs are accounted for within Internal Service Funds. The Commission has included incurred but not reported claims in determining its claims liability in both self-insurance programs.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of pay-outs and other economic and social factors. The claims liability of \$191,466 reported in the Group Insurance Fund at December 31, 1995 is based on the requirements of GASB 10. There were no liabilities recorded as of December 31, 1995, in the General Insurance Fund.

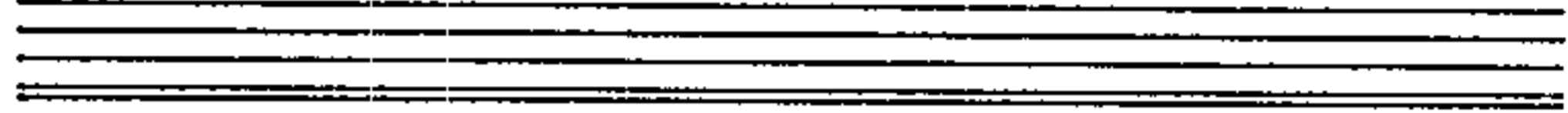
Changes in the Group Insurance Fund's claims liability amount in fiscal years 1994 and 1995 were:

	Beginning of Fiscal Year <u>Liability</u>	Current Year Claims and Changes in <u>Estimates</u>	<u>Claim Payments</u>	Balance at Fiscal <u>Year End</u>
1994	\$ 184,483	879,742	864,109	200,116
1995	200,116	748,771	757,421	191,466

Changes in the General Insurance Fund's claims liability amount in fiscal years 1994 and 1995 were:

	Beginning of Fiscal Year <u>Liability</u>	Current Year Claims and Changes in <u>Estimates</u>	<u>Claim Payments</u>	Balance at Fiscal <u>Year End</u>
1994	\$ —	323,700	234,591	89,109
1995	89,109	192,584	281,693	—

**COMBINING AND  
INDIVIDUAL FUND  
AND ACCOUNT GROUP  
STATEMENTS  
AND SCHEDULES**



## **GOVERNMENTAL FUNDS**

---

---

---

- **GENERAL FUND**
- **SPECIAL REVENUE FUNDS**
- **DEBT SERVICE FUND**
- **CAPITAL PROJECTS FUNDS**

## GENERAL FUND

---

---

---

---

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

CADDO PARISH COMMISSION  
Shreveport, Louisiana

General Fund

Comparative Balance Sheet

December 31, 1995 and 1994

<u>Assets</u>	<u>1995</u>	<u>1994</u>	<u>Liabilities and Fund Balance</u>	<u>1995</u>	<u>1994</u>
Cash and cash equivalents	\$ 128,365	263,634	Liabilities:		
Investments, at cost	153,040	—	Accounts payable and accrued liabilities	\$ 130,057	238,116
Ad valorem taxes receivable	2,343,783	2,431,160	Accrued interest payable	<u>130,057</u>	<u>3,995</u>
Accrued interest receivable	537	—			<u>242,111</u>
Other accounts receivable	191,416	384,957	Due to other funds:	903,896	885,593
Inventory	13,132	—	Jail Site Fund	—	402
Due from other funds:			Criminal Court Fund	<u>26,715</u>	<u>—</u>
Section 8 Housing Fund	—	—	Section 8 Housing Fund	<u>930,611</u>	<u>885,995</u>
Criminal Court Fund	—	—			<u>60,000</u>
Due from other governmental agencies	407,407	437,547	Due to other governmental agencies	—	—
			Deferred revenue:		
	<u>58,695</u>	24,023	Licenses	18,015	17,210
	<u>58,695</u>	<u>24,023</u>	Ad valorem taxes	135,647	183,483
				<u>153,662</u>	<u>200,693</u>
			Note payable to bank	—	300,000
			Total liabilities	<u>1,214,330</u>	<u>1,688,799</u>
			Fund balance:		
			Reserved for encumbrances	22,373	3,439
			Reserved for inventory	13,132	—
			Unreserved:		
			Designated for future insurance claims	150,000	150,000
			Undesignated	1,896,540	1,699,083
			Total fund balance	<u>2,082,045</u>	<u>1,852,522</u>
Total assets	<u>\$ 3,296,375</u>	<u>3,541,321</u>	Total liabilities and fund balance	<u>\$ 3,296,375</u>	<u>3,541,321</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

General Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995		Variance - Favorable (Unfavorable)	1994
	Actual	Budget		Actual
Revenues:				
Taxes:				
Ad valorem	\$ 2,431,654	2,526,866	(95,212)	2,449,550
Other taxes, penalties, and interest	<u>43,103</u>	<u>47,625</u>	<u>(4,522)</u>	<u>57,813</u>
	<u>2,474,757</u>	<u>2,574,491</u>	<u>(99,734)</u>	<u>2,507,363</u>
Licenses and permits	<u>413,097</u>	<u>327,500</u>	<u>85,597</u>	<u>344,417</u>
Intergovernmental - State of Louisiana:				
Oil and gas severance tax	344,193	500,000	(155,807)	492,933
Beer tax	16,081	18,000	(1,919)	17,753
Timber severance tax	272,750	75,000	197,750	378,686
State revenue sharing	162,504	163,775	(1,271)	166,888
Other state revenue	<u>36,076</u>	<u>22,000</u>	<u>14,076</u>	<u>42,703</u>
	<u>831,604</u>	<u>778,775</u>	<u>52,829</u>	<u>1,098,963</u>
Use of money and property - interest earned	<u>90,967</u>	<u>45,000</u>	<u>45,967</u>	<u>67,302</u>
Other revenues	<u>245,645</u>	<u>136,500</u>	<u>109,145</u>	<u>121,234</u>
Total revenues	<u>4,056,070</u>	<u>3,862,266</u>	<u>193,804</u>	<u>4,139,279</u>
Expenditures:				
General government:				
Legislative	313,145	364,309	51,164	320,976
Judicial	586,371	629,678	43,307	701,486
Elections	263,242	269,820	6,578	251,588
Finance and administrative	583,316	586,805	3,489	628,130
District attorney	1,177,862	1,139,314	(38,548)	1,055,228
Coroner	262,702	224,296	(38,406)	321,000
Metropolitan Planning Commission	128,000	128,000	—	128,000
Allocations to other entities	134,969	140,292	5,323	121,419
Miscellaneous	<u>134,732</u>	<u>136,298</u>	<u>1,566</u>	<u>118,073</u>
	<u>3,584,339</u>	<u>3,618,812</u>	<u>34,473</u>	<u>3,645,900</u>
Health and welfare	160,395	192,510	32,115	164,892
Contingencies	—	29,000	29,000	—
Education	<u>34,313</u>	<u>47,726</u>	<u>13,413</u>	<u>26,565</u>
Total expenditures	<u>3,779,047</u>	<u>3,888,048</u>	<u>109,001</u>	<u>3,837,357</u>
Excess (deficiency) of revenues over expenditures	277,023	(25,782)	302,805	301,922
Other financing uses - operating transfers out	<u>(47,500)</u>	<u>(47,500)</u>	<u>—</u>	<u>(189,597)</u>
Excess (deficiency) of revenues over expenditures and other uses	229,523	(73,282)	302,805	112,325
Fund balance at beginning of year	<u>1,852,522</u>	<u>1,852,522</u>	<u>—</u>	<u>1,740,197</u>
Fund balance at end of year	\$ <u>2,082,045</u>	<u>1,779,240</u>	<u>302,805</u>	<u>1,852,522</u>

See accompanying notes to combined financial statements.



## SPECIAL REVENUE FUNDS

---

---

---

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. The Commission has fourteen special revenue funds.

**Road and Bridge Fund** — The Road and Bridge Fund accounts for the proceeds of a special ad valorem tax, special assessments, and other revenues dedicated for road and bridge maintenance and improvement.

**Courthouse Maintenance Fund** — The Courthouse Maintenance Fund accounts for the proceeds of a special ad valorem tax dedicated for maintenance and operation of the parish courthouse and other public buildings.

**Caddo Detention Center Fund** — The Caddo Detention Center Fund accounts for certain proceeds dedicated to the maintenance and operation of the Caddo Detention Center.

**Detention Facilities Fund** — The Detention Facilities Fund accounts for the proceeds of a special ad valorem tax and other revenues dedicated to the maintenance and operation of the Caddo Correctional Center and Juvenile Court Detention Facility.

**Parks and Recreation Fund** — The Parks and Recreation Fund accounts for the proceeds of a special ad valorem tax and other revenues dedicated for maintenance and operation of the parish park system.

**Solid Waste Disposal Fund** — The Solid Waste Disposal Fund accounts for the proceeds of a special ad valorem tax, sales tax, and other revenues dedicated for maintenance and operation of the parish solid waste system.

**Drainage Fund** — The Drainage Fund accounts for the proceeds of a special ad valorem tax and other revenues dedicated for maintenance of parish drainage facilities.

---

---

---

**Juvenile Court Fund** — The Juvenile Court Fund accounts for the proceeds of a special ad valorem tax dedicated to the maintenance and operation of the parish juvenile court facility.

**Health Unit Fund** — The Health Unit Fund accounts for the proceeds of a special ad valorem tax dedicated to the maintenance and operation of the parish health unit and animal shelter.

**Law Officers Witness Fund** — The Law Officers Witness Fund accounts for the proceeds of a special case charge on criminal matters. The revenues generated are dedicated to the payment of a special witness fee to law officers who are called as witnesses to testify in district court.

**Biomedical Fund** — The Biomedical Fund accounts for the proceeds of a special ad valorem tax dedicated to economic development.

**Shreve Memorial Library Fund** — The Shreve Memorial Library Fund accounts for the proceeds of a special ad valorem tax and other revenues dedicated to the operation of the Shreve Memorial Library system.

**Section 8 Housing Fund** — The Section 8 Housing Fund accounts for the proceeds of a federal grant program which are dedicated to the payment of housing assistance payments for the benefit of low income individuals. The program is funded by the United States Department of Housing and Urban Development.

**Riverboat Boarding Fund** — The Riverboat Boarding Fund accounts for revenues received by the Commission from boarding fees related to the new riverboat casino.

---

---

---

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Funds  
Combining Balance Sheet

December 31, 1995  
(with comparative totals for December 31, 1994)

Assets	Road and Bridge Fund	Courtroom Maintenance Fund	Caddo Detention Center Fund	Detention Facilities Fund	Parks and Recreation Fund	Solid Waste Disposal Fund	Juvenile Court Fund	Health Unit Fund	Law Officers Witness Fund	Biomedical Fund	Shreve Memorial Library Fund	Section 8 Housing Fund	Riverboat Boarding Fund	Totals	
														1995	1994
Cash	\$ 202,749	67,209	277,856	194,803	4,737	727,064	33,943	128,790	63,385	119,533	678,148	—	45,104	2,553,923	2,573,339
Investments, at cost	—	—	—	743,311	—	153,040	—	153,040	103,672	—	—	—	123,773	1,276,836	1,037,847
Receivables:	3,329,562	1,945,935	—	4,302,538	511,755	334,862	1,408,907	1,661,626	—	1,226,012	3,284,202	—	—	18,896,233	18,819,851
Ad valorem taxes	—	—	—	—	—	—	—	—	—	—	—	—	—	2,738	3,032
Paving assessments:	2,738	—	—	—	—	—	—	—	—	—	—	—	—	27,158	26,924
Current	27,158	—	—	—	—	—	—	—	—	—	—	—	—	—	2,765
Delinquent	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Deferred	—	—	—	—	—	—	—	—	—	—	—	—	—	(2,796)	(2,796)
Allowance for uncollectible accounts	(2,796)	—	—	—	—	—	—	—	—	—	—	—	—	27,100	29,925
Accrued interest	18,157	—	—	3,776	—	537	—	537	363	—	—	—	340	5,553	1,716
Other	—	—	—	—	100	—	1,500	—	—	—	—	—	79,259	99,016	99,860
Due from other funds	—	—	—	—	—	—	—	—	—	—	—	—	—	26,715	385,493
Due from other governmental agencies	165,532	111,724	—	198,380	23,595	16,405	64,961	76,614	—	86,694	146,709	51,450	—	983,138	910,518
Other assets	—	—	—	—	—	—	—	—	—	—	29,827	—	—	29,827	31,962
Total assets	\$ 3,743,100	2,124,868	277,856	5,442,808	540,187	1,231,908	1,509,311	2,020,607	167,420	1,432,239	4,138,886	78,165	248,476	23,898,341	23,890,511
Liabilities and Fund Balances															
Liabilities:															
Accounts payable and accrued liabilities	\$ 85,111	53,006	75,545	140,537	12,246	512,185	97,586	29,884	—	698,443	153,091	—	—	1,857,634	2,443,073
Due to other funds	—	1,300,000	—	—	4,000	—	—	125,000	—	—	—	66,515	—	1,849,000	373,954
Due to other governmental agencies	—	—	—	756,786	—	—	—	—	—	—	—	—	—	823,301	—
Refundable deposits	3,391	—	—	—	—	—	—	—	—	—	—	—	—	3,391	10,962
Deferred revenues	179,512	101,663	—	224,781	28,146	10,523	73,606	86,809	—	—	108,451	—	—	860,032	934,071
Revenue anticipation notes payable to banks	1,600,000	—	—	3,000,000	300,000	—	1,200,000	—	—	—	1,900,000	—	—	8,000,000	7,980,000
Total liabilities	1,868,014	1,454,669	75,545	4,122,104	344,392	522,708	1,371,192	241,693	167,420	698,443	2,161,542	66,515	—	13,393,358	11,662,060
Fund balances:															
Reserved for encumbrances	406,771	22,657	878	11,858	1,550	—	7,979	45,633	—	—	214,592	—	—	711,918	183,208
Unreserved:															
Designated for subsequent year expenditures	—	—	201,433	—	—	—	—	—	—	364,429	—	—	—	565,862	506,673
Undesignated	1,468,315	647,542	202,311	1,308,846	194,245	709,200	130,140	1,733,281	167,420	369,367	1,762,752	11,650	248,476	9,227,203	11,538,570
Total fund balances	1,875,086	670,199	202,311	1,320,704	195,795	709,200	138,119	1,778,914	167,420	733,796	1,977,344	11,650	248,476	10,504,983	12,228,451
Total liabilities and fund balances	\$ 3,743,100	2,124,868	277,856	5,442,808	540,187	1,231,908	1,509,311	2,020,607	167,420	1,432,239	4,138,886	78,165	248,476	23,898,341	23,890,511

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Funds

Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances

Year Ended December 31, 1995  
(with comparative totals for December 31, 1994)

Revenues:	Road and Bridge Fund	Courthouse Maintenance Fund	Caddo Detention Center Fund	Detention Facilities Fund	Parks and Recreation Fund	Solid Waste Disposal Fund	Drainage Fund	Juvenile Court Fund	Health Unit Fund	Law Officers Witness Fund	Biomedical Fund	Shreve Memorial Library Fund	Section 8 Housing Fund	Riverboat Boating Fund	Totals	
															1995	1994
Ad valorem taxes and special assessments	\$ 3,543,676	2,053,536	--	4,555,788	544,575	338,832	939,883	1,486,459	1,751,280	--	1,353,696	3,525,615	--	--	20,093,340	20,164,371
Sales tax	3,543,676	2,053,536	--	4,555,788	544,575	1,374,513	939,883	1,486,459	1,751,280	--	1,353,696	3,525,615	--	--	1,374,513	1,228,214
Intergovernmental revenues:																
Federal grants	--	--	--	30,824	--	--	--	--	--	--	--	34,174	457,188	--	--	522,186
State funds:																
State revenue sharing	223,970	133,509	--	295,191	47,337	20,217	61,119	96,663	114,002	--	86,694	220,063	--	--	1,293,765	1,242,272
Electronic monitoring	--	--	--	--	--	--	--	55,000	--	--	--	--	--	--	55,000	60,000
State prisoners grant	56,501	--	--	119,700	--	--	--	--	--	--	--	--	--	--	119,700	104,643
Other state funds	280,471	133,509	--	445,715	47,337	20,217	61,119	151,663	114,002	--	86,694	254,237	457,188	--	56,501	82,483
Fees, charges, and commissions for services	--	--	--	--	--	--	--	--	50,912	55,410	--	--	--	--	--	106,322
Fines and forfeitures	--	--	--	--	--	--	--	144,650	--	--	--	58,450	--	--	--	203,100
Gaming	--	--	--	--	--	--	--	--	--	--	--	--	--	975,662	975,662	
Use of money and property:																
Rental, camping fees, and other	60,044	47,866	48,095	44,743	--	51,404	12,199	13,137	67,330	8,477	83,302	36,382	1,353	11,938	62,860	
Interest	60,044	47,866	48,095	44,743	3,625	51,404	12,199	13,137	126,565	8,477	83,302	36,382	1,353	11,938	298,686	
Other revenues	103,408	9,081	12,685	192	11,950	15,694	3,227	29,883	29,883	63,887	1,523,692	68,429	458,541	--	254,049	
Total revenues	3,987,599	2,243,992	60,789	5,046,438	602,487	1,809,660	1,013,201	1,729,136	2,072,142	63,887	1,523,692	3,933,113	458,541	987,600	25,603,268	25,444,330
Expenditures:																
Current:																
General government:																
Judicial	--	2,043,540	--	--	--	--	147,881	--	--	--	--	--	--	5,597	--	1,722,242
Other	--	2,043,540	--	--	--	--	147,881	1,722,242	--	--	--	--	--	5,597	--	2,197,018
Public safety	--	--	547,678	4,410,734	--	--	--	--	--	30,256	--	--	456,499	--	4,988,668	5,147,997
Health and welfare	--	--	--	--	--	--	--	--	1,564,107	--	--	--	--	--	2,020,606	1,888,133
Highways and streets	3,398,209	--	--	--	--	--	--	--	--	--	--	--	--	--	3,398,209	3,174,610
Sanitation	--	--	--	--	--	1,090,880	--	--	--	--	--	--	--	--	1,090,880	1,593,070
Culture and recreation	--	--	--	--	454,952	--	--	--	--	--	--	3,688,757	--	--	4,143,709	4,298,864
Economic development	--	--	--	--	--	--	--	--	--	--	2,018,478	--	--	--	2,018,478	1,282,734
Debt service:																
Principal retirement	--	63,750	--	--	21,250	--	--	--	--	--	--	--	--	--	85,000	--
Interest	--	14,392	--	--	4,798	--	--	--	--	--	--	--	--	--	19,190	18,575
Total expenditures	3,398,209	2,121,682	547,678	4,410,734	481,000	1,090,880	147,881	1,722,242	1,564,107	30,256	2,018,478	3,688,757	456,499	5,597	21,684,000	21,651,999
Excess (deficiency) of revenues over expenditures	589,390	122,310	(486,889)	635,704	121,487	709,780	865,320	76,894	508,035	33,631	(494,786)	254,356	2,042	982,003	3,919,268	3,792,331
Other financing sources (uses):																
Operating transfers in	--	(1,826,000)	(575,000)	685,000	(116,500)	(362,000)	(113,500)	(133,400)	(610,196)	--	--	--	--	--	685,000	365,000
Operating transfers out	(553,000)	(1,826,000)	(575,000)	(685,000)	(116,500)	(362,000)	(113,500)	(133,400)	(610,196)	--	--	--	--	--	(6,327,236)	(3,827,267)
Excess (deficiency) of revenues and other sources over expenditures and other uses	36,390	(1,703,690)	(1,061,898)	1,320,704	4,987	347,780	(269,680)	(56,506)	(102,161)	33,631	(494,786)	254,356	2,042	(34,637)	(1,723,468)	329,564
Fund balances at beginning of year	1,838,696	2,373,882	1,264,202	1,320,704	190,808	361,470	745,642	194,625	1,881,075	133,782	1,228,582	1,722,988	9,608	283,113	12,228,451	11,898,887
Fund balances at end of year	\$ 1,875,086	670,199	202,311	1,320,704	195,795	709,200	475,969	138,119	1,778,914	167,420	733,796	1,977,344	11,650	248,476	10,504,983	12,228,451

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Road and Bridge Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ 3,541,193	3,517,177	24,016	3,588,054
Special assessments	2,483	1,100	1,383	282
	<u>3,543,676</u>	<u>3,518,277</u>	<u>25,399</u>	<u>3,588,336</u>
Intergovernmental:				
State revenue sharing	223,970	235,000	(11,030)	241,515
Other state funds	56,501	75,000	(18,499)	82,483
	<u>280,471</u>	<u>310,000</u>	<u>(29,529)</u>	<u>323,998</u>
Use of money and property - interest	60,044	24,000	36,044	37,979
Other revenues	103,408	12,500	90,908	26,106
Total revenues	<u>3,987,599</u>	<u>3,864,777</u>	<u>122,822</u>	<u>3,976,419</u>
Expenditures - highways and streets:				
Administrative:				
Salaries, fringe benefits, and payroll taxes	381,408	424,958	43,550	388,760
Supplies	7,678	9,400	1,722	7,333
Utilities	6,008	5,500	(508)	8,207
Insurance	83,502	83,502	—	130,067
Interest	47,572	70,000	22,428	29,666
Miscellaneous	144,242	158,400	14,158	171,352
Total administrative expenditures	<u>670,410</u>	<u>751,760</u>	<u>81,350</u>	<u>735,385</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Road and Bridge Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	<u>1995</u>		Variance - Favorable (Unfavorable)	<u>1994</u>
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>
Road construction, warehouse, and fleet service:				
Salaries, fringe benefits, and payroll taxes	\$ 1,301,488	1,415,335	113,847	1,125,099
Supplies	9,611	9,000	(611)	7,513
Utilities	29,897	30,800	903	30,733
Road and bridge materials	516,276	529,000	12,724	448,007
Right of way maintenance	347,650	340,000	(7,650)	327,500
Road striping	4,876	70,000	65,124	74,403
Repairs	484,704	448,000	(36,704)	402,923
Miscellaneous	27,177	91,500	64,323	19,787
Capital outlay	<u>6,120</u>	<u>—</u>	<u>(6,120)</u>	<u>—</u>
Total road construction, warehouse, and fleet service expenditures	<u>2,727,799</u>	<u>2,933,635</u>	<u>205,836</u>	<u>2,435,965</u>
 Total expenditures	<u>3,398,209</u>	<u>3,685,395</u>	<u>287,186</u>	<u>3,171,350</u>
 Excess of revenues over expenditures	589,390	179,382	410,008	805,069
 Other financing uses - operating transfers out	<u>(553,000)</u>	<u>(553,000)</u>	<u>—</u>	<u>(642,978)</u>
 Excess (deficiency) of revenues over expenditures and other uses	36,390	(373,618)	410,008	162,091
 Fund balance at beginning of year	<u>1,838,696</u>	<u>1,838,696</u>	<u>—</u>	<u>1,676,605</u>
 Fund balance at end of year	\$ <u>1,875,086</u>	<u>1,465,078</u>	<u>410,008</u>	<u>1,838,696</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Courthouse Maintenance Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	<u>1995</u>			<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Variance - Favorable (Unfavorable)	<u>Actual</u>
Revenues:				
Ad valorem taxes	\$ 2,053,536	2,061,922	(8,386)	2,071,128
Intergovernmental - state revenue sharing	133,509	134,000	(491)	136,992
Use of money and property - interest	47,866	32,650	15,216	52,185
Other revenues	9,081	1,000	8,081	9,649
Total revenues	<u>2,243,992</u>	<u>2,229,572</u>	<u>14,420</u>	<u>2,269,954</u>
Expenditures:				
General government:				
Buildings and grounds:				
Salaries, fringe benefits, and payroll taxes	1,024,574	986,225	(38,349)	922,550
Supplies	6,692	5,500	(1,192)	4,576
Utilities	344,753	354,000	9,247	338,515
Repairs and maintenance	144,702	153,000	8,298	126,087
Maintenance contract	45,293	56,000	10,707	41,484
Insurance	109,902	109,792	(110)	110,484
Interest	12,130	6,450	(5,680)	551
Miscellaneous	83,471	130,895	47,424	173,344
Capital outlay	69,655	87,000	17,345	44,764
Total building and grounds expenditures	<u>1,841,172</u>	<u>1,888,862</u>	<u>47,690</u>	<u>1,762,355</u>
Parish archives:				
Salaries, fringe benefits, and payroll taxes	52,049	50,138	(1,911)	34,361
Supplies	2,633	3,000	367	5,272
Utilities	16,442	15,633	(809)	17,650
Repairs and maintenance	1,581	4,000	2,419	649
Miscellaneous	2,845	7,487	4,642	2,080
Capital outlay	348	300	(48)	465
Total parish archives expenditures	<u>75,898</u>	<u>80,558</u>	<u>4,660</u>	<u>60,477</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Courthouse Maintenance Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	<u>1995</u>		Variance -	<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Favorable	<u>Actual</u>
			(Unfavorable)	
Coroner:				
Salaries, fringe benefits, and payroll taxes	\$ 18,821	18,821	—	—
Utilities	4,619	3,500	(1,119)	4,484
Repairs and maintenance	1,745	1,800	55	1,263
Miscellaneous	<u>9,600</u>	<u>9,770</u>	<u>170</u>	<u>6,690</u>
Total coroner expenditures	<u>34,785</u>	<u>33,891</u>	<u>(894)</u>	<u>12,437</u>
Louisiana State University Extension:				
Utilities	8,021	8,275	254	7,558
Repairs and maintenance	3,099	5,000	1,901	1,978
Miscellaneous	<u>13,001</u>	<u>12,390</u>	<u>(611)</u>	<u>10,042</u>
Total Louisiana State University Extension expenditures	<u>24,121</u>	<u>25,665</u>	<u>1,544</u>	<u>19,578</u>
Courthouse Annex:				
Utilities	42,776	68,740	25,964	37,925
Repairs and maintenance	15,316	10,000	(5,316)	8,802
Miscellaneous	9,472	11,160	1,688	3,596
Capital outlay	<u>—</u>	<u>5,000</u>	<u>5,000</u>	<u>4,736</u>
Total Courthouse Annex expenditures	<u>67,564</u>	<u>94,900</u>	<u>27,336</u>	<u>55,059</u>
Total general government expenditures	<u>2,043,540</u>	<u>2,123,876</u>	<u>80,336</u>	<u>1,909,906</u>
Debt service - principal and interest	<u>78,142</u>	<u>78,090</u>	<u>(52)</u>	<u>13,234</u>
Total expenditures	<u>2,121,682</u>	<u>2,201,966</u>	<u>80,284</u>	<u>1,923,140</u>
Excess of revenues over expenditures	122,310	27,606	94,704	346,814
Other financing uses - operating transfers out	<u>(1,826,000)</u>	<u>(1,826,000)</u>	<u>—</u>	<u>(300,638)</u>
Excess (deficiency) of revenues over expenditures and other uses	(1,703,690)	(1,798,394)	94,704	46,176
Fund balance at beginning of year	<u>2,373,889</u>	<u>2,373,889</u>	<u>—</u>	<u>2,327,713</u>
Fund balance at end of year	\$ <u>670,199</u>	<u>575,495</u>	<u>94,704</u>	<u>2,373,889</u>

See accompanying notes to combined financial statements.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Caddo Detention Center Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ —	—	—	4,703,002
Intergovernmental - state revenue sharing	—	—	—	302,895
Use of money and property - interest	48,095	39,300	8,795	33,451
Other revenues	<u>12,685</u>	<u>7,765</u>	<u>4,920</u>	<u>6,719</u>
Total revenues	<u>60,780</u>	<u>47,065</u>	<u>13,715</u>	<u>5,046,067</u>
Expenditures - public safety:				
Salaries, fringe benefits, and payroll taxes	24,848	24,848	—	245,003
Utilities	97,762	99,320	1,558	169,708
Repairs and maintenance	22,308	21,781	(527)	86,663
Insurance	22,560	22,560	—	41,418
Interest	21,832	21,832	—	72,902
Miscellaneous	100,542	57,873	(42,669)	251,456
Contracted services - prison operations	<u>257,826</u>	<u>257,826</u>	<u>—</u>	<u>4,249,607</u>
Total expenditures	<u>547,678</u>	<u>506,040</u>	<u>(41,638)</u>	<u>5,116,757</u>
Excess of expenditures over revenues	(486,898)	(458,975)	(27,923)	(70,690)
Other financing uses - operating transfers out	<u>(575,000)</u>	<u>(575,000)</u>	<u>—</u>	<u>(23,799)</u>
Excess of expenditures and other uses over revenues	(1,061,898)	(1,033,975)	(27,923)	(94,489)
Fund balance at beginning of year	<u>1,264,209</u>	<u>1,264,209</u>	<u>—</u>	<u>1,358,698</u>
Fund balance at end of year	\$ <u><u>202,311</u></u>	<u><u>230,234</u></u>	<u><u>(27,923)</u></u>	<u><u>1,264,209</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Detention Facilities Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995

	1995		Variance - Favorable (Unfavorable)
	Actual	Budget	
Revenues:			
Ad valorem taxes	\$ 4,555,788	4,555,208	580
Intergovernmental:			
Federal grant	30,824	30,000	824
State revenue sharing	295,191	290,000	5,191
State prisoner's grant	119,700	85,000	34,700
	<u>445,715</u>	<u>405,000</u>	<u>40,715</u>
Use of money and property - interest	44,743	500	44,243
Other revenues	192	—	192
Total revenues	<u>5,046,438</u>	<u>4,960,708</u>	<u>85,730</u>
Expenditures - public safety:			
Salaries, fringe benefits, and payroll taxes	421,329	427,232	5,903
Supplies	80,850	50,900	(29,950)
Utilities	432,213	552,400	120,187
Repairs and maintenance	151,914	166,300	14,386
Insurance	94,752	94,752	—
Interest	74,844	120,000	45,156
Reimbursement from Sheriff	(173,979)	(133,220)	40,759
Miscellaneous	242,141	210,900	(31,241)
Contracted services - prison operations	<u>2,303,387</u>	<u>2,739,175</u>	<u>435,788</u>
Total public safety	<u>3,627,451</u>	<u>4,228,439</u>	<u>600,988</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Detention Facilities Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	1995		Variance - Favorable (Unfavorable)
	<u>Actual</u>	<u>Budget</u>	
Juvenile Detention Center:			
Salaries, fringe benefits, and payroll taxes	\$ 567,633	513,087	(54,546)
Utilities	41,852	—	(41,852)
Supplies	318	—	(318)
Repairs and maintenance	21,902	32,772	10,870
Interest	—	10,075	10,075
Miscellaneous	95,397	77,850	(17,547)
Contracted services - prison operations	36,695	36,400	(295)
Capital outlay	<u>19,486</u>	<u>18,828</u>	<u>(658)</u>
Total juvenile detention	<u>783,283</u>	<u>689,012</u>	<u>(94,271)</u>
Total expenditures	<u>4,410,734</u>	<u>4,917,451</u>	<u>506,717</u>
Excess revenues over expenditures	635,704	43,257	592,447
Other financing sources - operating transfers in	<u>685,000</u>	<u>685,000</u>	<u>—</u>
Excess of revenues over expenditures and other uses	1,320,704	728,257	592,447
Fund balance at beginning of year	<u>—</u>	<u>—</u>	<u>—</u>
Fund balance at end of year	\$ <u><u>1,320,704</u></u>	<u><u>728,257</u></u>	<u><u>592,447</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Parks and Recreation Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995

(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ 544,575	536,386	8,189	487,438
Intergovernmental - state revenue sharing	42,337	21,679	20,658	23,574
Use of money and property - rental, camping fees, and other	3,625	25,000	(21,375)	3,569
Other revenues	<u>11,950</u>	<u>3,386</u>	<u>8,564</u>	<u>3,092</u>
Total revenues	<u>602,487</u>	<u>586,451</u>	<u>16,036</u>	<u>517,673</u>
Expenditures:				
Culture and Recreation:				
Salaries, fringe benefits, and payroll taxes	337,739	331,470	(6,269)	264,118
Supplies	2,604	3,100	496	2,133
Utilities	17,695	18,600	905	16,838
Repairs and maintenance	43,663	45,500	1,837	43,803
Insurance	21,958	21,958	—	20,469
Interest	8,559	5,710	(2,849)	4,163
Miscellaneous	22,734	17,940	(4,794)	31,314
Capital outlay	<u>—</u>	<u>—</u>	<u>—</u>	<u>4,325</u>
Total culture and recreation	<u>454,952</u>	<u>444,278</u>	<u>(10,674)</u>	<u>387,163</u>
Debt service - principal and interest	<u>26,048</u>	<u>27,087</u>	<u>1,039</u>	<u>5,341</u>
Total expenditures	<u>481,000</u>	<u>471,365</u>	<u>(9,635)</u>	<u>392,504</u>
Excess of revenues over expenditures	121,487	115,086	6,401	125,169
Other financing uses - operating transfers out	<u>(116,500)</u>	<u>(116,500)</u>	<u>—</u>	<u>(29,005)</u>
Excess (deficiency) of revenues over expenditures and other uses	4,987	(1,414)	6,401	96,164
Fund balance at beginning of year	<u>190,808</u>	<u>190,808</u>	<u>—</u>	<u>94,644</u>
Fund balance at end of year	\$ <u>195,795</u>	<u>189,394</u>	<u>6,401</u>	<u>190,808</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Solid Waste Disposal Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	<u>1995</u>		Variance - Favorable (Unfavorable)	<u>1994</u>
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>
Revenues:				
Ad valorem taxes	\$ 338,832	355,245	(16,413)	330,368
Sales tax	<u>1,374,513</u>	<u>1,170,000</u>	<u>204,513</u>	<u>1,228,214</u>
	<u>1,713,345</u>	<u>1,525,245</u>	<u>188,100</u>	<u>1,558,582</u>
Intergovernmental - state revenue sharing	20,217	21,490	(1,273)	28,910
Use of money and property - interest	51,404	8,000	43,404	25,306
Other revenues	<u>15,694</u>	<u>7,000</u>	<u>8,694</u>	<u>10,894</u>
Total revenues	<u>1,800,660</u>	<u>1,561,735</u>	<u>238,925</u>	<u>1,623,692</u>
Expenditures - sanitation:				
Salaries, fringe benefits, and payroll taxes	514,282	558,197	43,915	496,433
Utilities	18,984	25,000	6,016	15,497
Repairs and maintenance	58,739	85,000	26,261	66,384
Insurance	44,218	44,218	—	43,356
Interest	65	7,500	7,435	492
Contracted services - waste hauling	103,487	140,000	36,513	98,505
Waste disposal fees	234,070	275,000	40,930	225,697
Miscellaneous	115,795	184,250	68,455	103,984
Capital outlay	<u>1,240</u>	<u>—</u>	<u>(1,240)</u>	<u>—</u>
Total expenditures	<u>1,090,880</u>	<u>1,319,165</u>	<u>228,285</u>	<u>1,050,348</u>
Excess of revenues over expenditures	709,780	242,570	467,210	573,344
Other financing uses - operating transfers out	<u>(362,000)</u>	<u>(362,000)</u>	<u>—</u>	<u>(594,051)</u>
Excess (deficiency) of revenues over expenditures and other uses	347,780	(119,430)	467,210	(20,707)
Fund balance at beginning of year	<u>361,420</u>	<u>361,420</u>	<u>—</u>	<u>382,127</u>
Fund balance at end of year	\$ <u><u>709,200</u></u>	<u><u>241,990</u></u>	<u><u>467,210</u></u>	<u><u>361,420</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Drainage Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	<u>1995</u>			<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Variance - Favorable (Unfavorable)	<u>Actual</u>
Revenues:				
Ad valorem taxes	\$ 939,883	940,193	(310)	943,463
Intergovernmental – state revenue sharing	61,119	61,000	119	62,714
Use of money and property - interest	12,199	24,000	(11,801)	31,418
Other revenues	—	—	—	962
Total revenues	<u>1,013,201</u>	<u>1,025,193</u>	<u>(11,992)</u>	<u>1,038,557</u>
Expenditures - general government - other:				
Salaries, fringe benefits, and payroll taxes	28,398	27,915	(483)	25,544
Insurance	24,666	24,666	—	26,950
Right of ways maintenance	4,000	74,000	70,000	30,805
Miscellaneous	90,817	89,900	(917)	99,711
Capital outlay	—	25,000	25,000	30,387
Total expenditures	<u>147,881</u>	<u>241,481</u>	<u>93,600</u>	<u>213,397</u>
Excess of revenues over expenditures	865,320	783,712	81,608	825,160
Other financing uses - operating transfers out	<u>(1,135,000)</u>	<u>(1,135,000)</u>	—	<u>(1,804,000)</u>
Excess of expenditures and other uses over revenues	(269,680)	(351,288)	81,608	(978,840)
Fund balance at beginning of year	<u>745,649</u>	<u>745,649</u>	—	<u>1,724,489</u>
Fund balance at end of year	<u>\$ 475,969</u>	<u>394,361</u>	<u>81,608</u>	<u>745,649</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Juvenile Court Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995		Variance - Favorable (Unfavorable)	1994
	Actual	Budget		Actual
Revenues:				
Ad valorem taxes	\$ 1,486,459	1,490,406	(3,947)	1,495,321
Intergovernmental:				
Federal grants	—	—	—	30,544
State revenue sharing	96,663	98,500	(1,837)	99,186
Electronic monitoring	55,000	60,000	(5,000)	60,000
State prisoner's grant	—	—	—	104,643
	<u>151,663</u>	<u>158,500</u>	<u>(6,837)</u>	<u>294,373</u>
Court costs and fees	144,650	150,000	(5,350)	174,025
Use of money and property – interest	13,137	4,200	8,937	4,211
Other revenues	<u>3,227</u>	<u>1,200</u>	<u>2,027</u>	<u>1,101</u>
Total revenues	<u>1,799,136</u>	<u>1,804,306</u>	<u>(5,170)</u>	<u>1,969,031</u>
Expenditures – general government - judicial:				
Court and detention home:				
Salaries, fringe benefits, and payroll taxes	1,185,301	1,137,477	(47,824)	1,485,674
Supplies	31,195	29,500	(1,695)	18,351
Utilities	10,294	8,500	(1,794)	9,016
Repairs	19,937	25,000	5,063	18,197
Insurance	60,578	60,578	—	74,619
Interest	39,393	21,115	(18,278)	25,260
Prisoner care	237	—	(237)	101,527
Reimbursement from court	(63,843)	(65,843)	(2,000)	—
Miscellaneous	97,560	104,417	6,857	71,275
Capital outlay	<u>41,679</u>	<u>41,650</u>	<u>(29)</u>	<u>1,524</u>
Total court and detention home expenditures	<u>1,422,331</u>	<u>1,362,394</u>	<u>(59,937)</u>	<u>1,805,443</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Juvenile Court Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	1995		Variance - Favorable (Unfavorable)	1994
	Actual	Budget		Actual
District Attorney:				
Salaries, fringe benefits, and payroll taxes	\$ 141,777	116,697	(25,080)	110,084
Supplies	2,005	3,739	1,734	926
Insurance	3,947	2,105	(1,842)	1,228
Reimbursement from district attorney	(1,500)	(1,500)	—	—
Miscellaneous	21,719	2,150	(19,569)	3,715
Capital outlay	13,423	—	(13,423)	—
Total district attorney expenditures	<u>181,371</u>	<u>123,191</u>	<u>(58,180)</u>	<u>115,953</u>
Building maintenance:				
Salaries, fringe benefits, and payroll taxes	39,736	79,944	40,208	66,131
Utilities	47,823	78,300	30,477	77,583
Repairs	22,825	33,200	10,375	37,502
Insurance	1,333	2,500	1,167	—
Miscellaneous	6,381	15,080	8,699	13,804
Capital outlay	442	5,000	4,558	—
Total building maintenance expenditures	<u>118,540</u>	<u>214,024</u>	<u>95,484</u>	<u>195,020</u>
Total expenditures	<u>1,722,242</u>	<u>1,699,609</u>	<u>(22,633)</u>	<u>2,116,416</u>
Excess (deficiency) of revenues over expenditures	76,894	104,697	(27,803)	(147,385)
Other financing sources (uses):				
Operating transfers in	—	—	—	135,000
Operating transfers out	(133,400)	(133,400)	—	(36,457)
	<u>(133,400)</u>	<u>(133,400)</u>	<u>—</u>	<u>98,543</u>
Excess of expenditures and other uses over revenues and other sources	(56,506)	(28,703)	(27,803)	(48,842)
Fund balance at beginning of year	<u>194,625</u>	<u>194,625</u>	<u>—</u>	<u>243,467</u>
Fund balance at end of year	\$ <u>138,119</u>	<u>165,922</u>	<u>(27,803)</u>	<u>194,625</u>

See accompanying notes to combined financial statements.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Health Unit Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ 1,751,280	1,753,877	(2,597)	1,762,075
Intergovernmental - state revenue sharing	114,002	115,200	(1,198)	116,977
Vaccination, impounding, boarding, licensing, and permit fees	50,912	55,500	(4,588)	48,983
Use of money and property:				
Regional lab rental	59,235	59,235	—	59,235
Interest	67,330	19,000	48,330	32,352
	126,565	78,235	48,330	91,587
Other revenues	29,383	16,270	13,113	21,286
Total revenues	<u>2,072,142</u>	<u>2,019,082</u>	<u>53,060</u>	<u>2,040,908</u>
Expenditures - health and welfare:				
Kings Highway health unit:				
Salaries, fringe benefits, and payroll taxes	5,653	6,800	1,147	6,148
Utilities	15,207	24,000	8,793	13,979
Repairs	12,377	7,500	(4,877)	17,106
Interest	187	—	(187)	120
Miscellaneous	6,055	4,200	(1,855)	3,465
Capital outlay	—	—	—	232
Total Kings Highway health unit expenditures	<u>39,479</u>	<u>42,500</u>	<u>3,021</u>	<u>41,050</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Health Unit Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	1995		Variance - Favorable (Unfavorable)	1994
	Actual	Budget		Actual
Animal and mosquito control:				
Salaries, fringe benefits, and payroll taxes	\$ 620,399	630,775	10,376	515,860
Insurance	28,576	28,576	—	33,977
Supplies	24,819	22,750	(2,069)	18,858
Utilities	27,590	34,500	6,910	28,448
Animal care	165,390	181,170	15,780	112,304
Repairs	82,921	81,000	(1,921)	78,781
Miscellaneous	59,024	63,545	4,521	72,119
Capital outlay	14,568	13,910	(658)	28,320
Total animal and mosquito control expenditures	<u>1,023,287</u>	<u>1,056,226</u>	<u>32,939</u>	<u>888,667</u>
Highland health unit:				
Salaries, fringe benefits, and payroll taxes	174,377	178,570	4,193	141,342
Repairs	29,464	19,000	(10,464)	31,298
Utilities	80,969	90,000	9,031	75,908
Insurance	22,861	22,861	—	24,657
Miscellaneous	76,576	63,100	(13,476)	61,720
Payments to state	59,218	65,300	6,082	90,671
Capital outlay	2,168	5,300	3,132	4,933
Total Highland health unit expenditures	<u>445,633</u>	<u>444,131</u>	<u>(1,502)</u>	<u>430,529</u>
Vivian health unit:				
Salaries, fringe benefits, and payroll taxes	17,294	22,868	5,574	15,966
Repairs	977	4,000	3,023	4,051
Utilities	11,685	8,200	(3,485)	8,620
Miscellaneous	2,573	2,850	277	630
Capital outlay	—	2,500	2,500	4,606
Total Vivian health unit expenditures	<u>32,529</u>	<u>40,418</u>	<u>7,889</u>	<u>33,873</u>
David Raines health center - repairs	<u>23,179</u>	—	<u>(23,179)</u>	—
Total expenditures	<u>1,564,107</u>	<u>1,583,275</u>	<u>19,168</u>	<u>1,394,119</u>
Excess of revenues over expenditures	508,035	435,807	72,228	646,789

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Health Unit Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	<u>1995</u>			<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Variance - Favorable (Unfavorable)	<u>Actual</u>
Other financing uses - operating transfers out	\$ <u>(610,196)</u>	<u>(610,196)</u>	<u>—</u>	<u>(146,839)</u>
Excess (deficiency) of revenues over expenditures and other uses	(102,161)	(174,389)	72,228	499,950
Fund balance at beginning of year	<u>1,881,075</u>	<u>1,881,075</u>	<u>—</u>	<u>1,381,125</u>
Fund balance at end of year	\$ <u><u>1,778,914</u></u>	<u><u>1,706,686</u></u>	<u><u>72,228</u></u>	<u><u>1,881,075</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Law Officers Witness Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	<u>1995</u>			<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Variance - Favorable (Unfavorable)	<u>Actual</u>
Revenues:				
Criminal case charge	\$ 55,410	30,350	25,060	30,891
Use of money and property - interest	<u>8,477</u>	<u>2,000</u>	<u>6,477</u>	<u>4,526</u>
Total revenues	<u>63,887</u>	<u>32,350</u>	<u>31,537</u>	<u>35,417</u>
Expenditures:				
Public safety:				
Payments to law officers	28,703	25,000	(3,703)	29,776
Miscellaneous	<u>1,553</u>	<u>1,500</u>	<u>(53)</u>	<u>1,464</u>
Total expenditures	<u>30,256</u>	<u>26,500</u>	<u>(3,756)</u>	<u>31,240</u>
Excess of revenues over expenditures	33,631	5,850	27,781	4,177
Fund balance at beginning of year	<u>133,789</u>	<u>133,789</u>	<u>—</u>	<u>129,612</u>
Fund balance at end of year	\$ <u>167,420</u>	<u>139,639</u>	<u>27,781</u>	<u>133,789</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Biomedical Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ 1,353,696	1,316,508	37,188	1,327,599
Intergovernmental revenues - state revenue sharing	86,694	100,210	(13,516)	—
Use of money and property - interest	<u>83,302</u>	<u>25,000</u>	<u>58,302</u>	<u>47,733</u>
Total revenues	<u>1,523,692</u>	<u>1,441,718</u>	<u>81,974</u>	<u>1,375,332</u>
Expenditures - economic development:				
Salaries, fringe benefits, and payroll taxes	40,280	39,595	(685)	40,262
Reimburse Biomed Center operating expenses	1,970,135	2,206,897	236,762	1,235,374
Miscellaneous	<u>8,063</u>	<u>7,700</u>	<u>(363)</u>	<u>7,098</u>
Total expenditures	<u>2,018,478</u>	<u>2,254,192</u>	<u>235,714</u>	<u>1,282,734</u>
Excess (deficiency) of revenues over expenditures	(494,786)	(812,474)	317,688	92,598
Fund balance at beginning of year	<u>1,228,582</u>	<u>1,228,582</u>	—	<u>1,135,984</u>
Fund balance at end of year	\$ <u><u>733,796</u></u>	<u><u>416,108</u></u>	<u><u>317,688</u></u>	<u><u>1,228,582</u></u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Shreve Memorial Library Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	1995			1994
	Actual	Budget	Variance - Favorable (Unfavorable)	Actual
Revenues:				
Ad valorem taxes	\$ 3,525,615	3,472,126	53,489	3,455,641
Intergovernmental revenues:				
Federal grants	34,174	34,174	—	138,595
State revenue sharing	<u>220,063</u>	<u>230,045</u>	<u>(9,982)</u>	<u>229,509</u>
	254,237	264,219	(9,982)	368,104
Library fines	58,450	68,000	(9,550)	57,593
Use of money and property - interest	36,382	22,000	14,382	22,460
Other revenues	<u>68,429</u>	<u>76,500</u>	<u>(8,071)</u>	<u>66,975</u>
Total revenues	<u>3,943,113</u>	<u>3,902,845</u>	<u>40,268</u>	<u>3,970,773</u>
Expenditures - culture and recreation:				
Salaries, fringe benefits, and payroll taxes	2,178,827	2,227,654	48,827	2,067,153
Supplies	124,474	136,490	12,016	105,758
Utilities	237,628	286,999	49,371	263,494
Repairs and maintenance	201,025	384,000	182,975	214,325
Insurance	72,277	76,000	3,723	68,022
Interest	65,070	55,000	(10,070)	44,871
Books and periodicals	459,540	548,046	88,506	515,583
Miscellaneous	191,448	204,655	13,207	187,924
Capital expenditures	<u>158,468</u>	<u>252,900</u>	<u>94,432</u>	<u>444,571</u>
Total expenditures	<u>3,688,757</u>	<u>4,171,744</u>	<u>482,987</u>	<u>3,911,701</u>
Excess (deficiency) of revenues over expenditures	254,356	(268,899)	523,255	59,072
Other financing sources - operating transfers in	<u>—</u>	<u>—</u>	<u>—</u>	<u>230,000</u>

(Continued)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Special Revenue Fund  
Shreve Memorial Library Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

	<u>1995</u>			<u>1994</u>
	<u>Actual</u>	<u>Budget</u>	Variance - Favorable (Unfavorable)	<u>Actual</u>
Excess (deficiency) of revenues and other financing sources over expenditures	\$ 254,356	(268,899)	523,255	289,072
Fund balance at beginning of year	<u>1,722,988</u>	<u>1,722,988</u>	—	<u>1,433,916</u>
Fund balance at end of year	\$ <u>1,977,344</u>	<u>1,454,089</u>	<u>523,255</u>	<u>1,722,988</u>

See accompanying notes to combined financial statements.

## 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 principal, interest, and related costs. The Debt Service Fund is funded by the proceeds of a dedicated ad valorem tax.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Debt Service Fund

Comparative Balance Sheet

December 31, 1995 and 1994

<u>Assets</u>	<u>1995</u>	<u>1994</u>
Cash and cash equivalents	\$ 62,194	1,680,714
Investments, at cost	5,264,089	3,693,684
Ad valorem taxes receivable	3,285,344	3,595,875
Accrued interest	<u>92,840</u>	<u>24,155</u>
Total assets	\$ <u>8,704,467</u>	<u>8,994,428</u>
<u>Liabilities and Fund Balance</u>		
Deferred revenue	\$ <u>97,716</u>	<u>185,633</u>
Total liabilities	<u>97,716</u>	<u>185,633</u>
Fund balance - reserved for debt service	<u>8,606,751</u>	<u>8,808,795</u>
Total liabilities and fund balance	\$ <u>8,704,467</u>	<u>8,994,428</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Debt Service Fund

Comparative Statement of Revenues, Expenditures,  
and Changes in Fund Balance

Years ended December 31, 1995 and 1994

	<u>1995</u>	<u>1994</u>
Revenues:		
Ad valorem taxes	\$ 3,577,115	3,883,730
Interest	<u>395,804</u>	<u>264,254</u>
Total revenues	<u>3,972,919</u>	<u>4,147,984</u>
Expenditures:		
Principal retirement	2,280,000	1,725,000
Interest	1,304,324	2,013,361
Ad valorem tax fees and fiscal charges	107,380	115,587
Administration	30,811	31,525
Sinking funds	<u>452,448</u>	<u>—</u>
Total expenditures	<u>4,174,963</u>	<u>3,885,473</u>
Excess (deficiency) of revenues over expenditures	(202,044)	262,511
Other financing sources (uses):		
Proceeds of refunding bonds (net of \$452,448 in issuance costs)	13,446,275	—
Payment to refunded bond escrow agent	<u>(13,446,275)</u>	<u>—</u>
Total other financing sources (uses)	<u>—</u>	<u>—</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(202,044)	262,511
Fund balance at beginning of year	<u>8,808,795</u>	<u>8,546,284</u>
Fund balance at end of year	\$ <u><u>8,606,751</u></u>	<u><u>8,808,795</u></u>

See accompanying notes to combined financial statements.

CADD O PARISH COMMISSION  
Shreveport, Louisiana

Debt Service Fund

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget and Actual

Year ended December 31, 1995  
(with comparative actual amounts for year ended December 31, 1994)

	<u>1995</u>		Variance - Favorable (Unfavorable)	<u>1994</u>
	<u>Actual</u>	<u>Budget</u>		<u>Actual</u>
Revenues:				
Ad valorem taxes	\$ 3,577,115	3,503,735	73,380	3,883,730
Use of money and property - interest	<u>395,804</u>	<u>154,000</u>	<u>241,804</u>	<u>264,254</u>
Total revenues	<u>3,972,919</u>	<u>3,657,735</u>	<u>315,184</u>	<u>4,147,984</u>
Expenditures:				
Principal payments	2,280,000	2,280,000	—	1,725,000
Interest payments	1,304,324	1,893,623	589,299	2,013,361
Fees and charges	107,380	105,748	(1,632)	115,587
Sinking funds	452,448	—	(452,448)	—
Miscellaneous	<u>30,811</u>	<u>29,500</u>	<u>(1,311)</u>	<u>31,525</u>
Total expenditures	<u>4,174,963</u>	<u>4,308,871</u>	<u>133,908</u>	<u>3,885,473</u>
Excess (deficiency) of revenues over expenditures	(202,044)	(651,136)	449,092	262,511
Other financing sources (uses):				
Proceeds of refunding bonds (net of \$238,725 in issuance costs)	13,446,275	—	13,446,275	—
Payment to refunded bond escrow agent	<u>(13,446,275)</u>	<u>—</u>	<u>(13,446,275)</u>	<u>—</u>
Total other financing sources (uses)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(202,044)	(651,136)	449,092	262,511
Fund balance at beginning of year	<u>8,808,795</u>	<u>8,808,795</u>	<u>—</u>	<u>8,546,284</u>
Fund balance at end of year	\$ <u>8,606,751</u>	<u>8,157,659</u>	<u>449,092</u>	<u>8,808,795</u>

See accompanying notes to combined financial statements.

## CAPITAL PROJECTS FUNDS

---

---

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The Commission has six capital projects funds:

**Library Bond Fund** — The Library Bond Fund accounts for certain funds dedicated to the construction of the Shreve Memorial Library facility. Construction funding has been provided by the Commission, the City of Shreveport, substantial private donations, and a bond issue approved by the voters in 1976.

**Road Construction Fund** — The Road Construction Fund accounts for the proceeds of a sales tax approved by the voters in 1989. The tax was dedicated to capital improvement of roads and bridges. The fund also accounts for the proceeds of a portion of the gasoline tax levied by the State of Louisiana. These funds are dedicated to road and bridge improvement by the State.

**Criminal Justice Facilities Fund** — The Criminal Justice Facilities Fund accounts for the proceeds of a bond issue approved by the voters in 1988. Additional construction funding was also provided by the State of Louisiana. The issue was dedicated to the construction and renovation of jail facilities.

**Parks Improvement Fund** — The Parks Improvement Fund accounts for funds designated by the Commission for parks acquisition and construction.

**Juvenile Justice Facilities Fund** — The Juvenile Justice Facilities Fund was established to account for the proceeds of a bond issue approved by the voters in 1988. The issue was dedicated to the construction of a juvenile justice detention complex.

**Capital Outlay Fund** — The Capital Outlay Fund was established to account for capital expenditures and capital projects still in progress. Monies for the Capital Outlay Fund are provided through operating transfers from various funds of the Commission.

---

---

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Capital Projects Funds

Combining Balance Sheet

December 31, 1995  
(with comparative totals for December 31, 1994)

Exhibit D-1

Assets	Library	Road	Criminal	Parks	Juvenile	Capital	Totals	
	Bond Fund	Construction Fund	Justice Facilities Fund	Improvement Fund	Justice Facilities Fund	Outlay Fund	1995	1994
Cash and cash equivalents	\$ 96,199	1,041,960	1,000,535	20,761	33,785	3,149,415	5,342,655	6,443,847
Investments, at cost	—	455,472	3,556,024	—	—	2,621,644	6,633,140	4,159,701
Accounts receivable:								
Paying assessments:								
Current	—	38,121	—	—	—	—	38,121	38,712
Delinquent	—	26,601	—	—	—	—	26,601	10,091
Deferred	—	207,338	—	—	—	—	207,338	252,770
	—	272,060	—	—	—	—	272,060	301,573
Other	—	119,997	—	—	—	—	119,997	98,185
Accrued interest	—	1,118	93,976	—	—	7,279	102,373	41,752
Due from other funds	—	—	—	—	—	2,049,000	2,049,000	1,868,222
Total assets	\$ 96,199	1,890,607	4,650,535	20,761	33,785	7,827,338	14,519,225	12,913,280
<u>Liabilities and Fund Balances</u>								
Liabilities:								
Accounts payable and accrued liabilities	\$ —	959,848	13,855	—	—	482,528	1,456,231	1,974,269
Retainages payable	—	—	—	—	—	245,097	245,097	188,866
Due to other funds	—	—	—	—	—	—	—	1,603,222
Deferred revenue	—	207,338	—	—	—	—	207,338	252,770
Total liabilities	—	1,167,186	13,855	—	—	727,625	1,908,666	4,019,127
Fund balances:								
Reserved for encumbrances	—	83,768	11,338	—	—	3,236,275	3,331,381	1,686,410
Unreserved:								
Designated for specific projects	96,199	—	—	20,761	33,785	—	150,745	154,351
Designated for subsequent years expenditures	—	639,653	4,625,342	—	—	3,863,438	9,128,433	3,611,129
Undesignated	—	723,421	4,636,680	20,761	33,785	7,099,713	12,610,559	8,894,153
Total fund balances	96,199	1,890,607	4,650,535	20,761	33,785	7,827,338	14,519,225	12,913,280
Total liabilities and fund balances	\$ 96,199	1,890,607	4,650,535	20,761	33,785	7,827,338	14,519,225	12,913,280

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Capital Projects Funds

Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances

Year ended December 31, 1995  
(with comparative totals for year ended December 31, 1994)

	Library Bond Fund	Road Construction Fund	Criminal Justice Facilities Fund	Parks Improvement Fund	Juvenile Justice Facilities Fund	Capital Outlay Fund	Totals
							1995 1994
Revenues:							
Special assessments	\$ —	45,433	—	—	—	—	45,433 88,821
Sales tax	—	2,731,610	—	—	—	—	2,731,610 2,497,788
Intergovernmental	—	1,465,479	1,505,259	—	—	170,937	3,141,675 1,519,138
Interest	3,178	88,524	279,080	2,096	1,676	373,287	747,841 413,472
Other	3,178	39	1,784,339	47,744	1,676	544,224	47,783 4,519,219
Total revenues	3,178	4,331,085	1,784,339	49,840	1,676	544,224	6,714,342
Expenditures - project and capital expenditures and engineering fees	—	143,385	1,201,656	—	—	7,724,651	9,069,692 5,884,462
Excess (deficiency) of revenues over expenditures	3,178	4,187,700	582,683	49,840	1,676	(7,180,427)	(2,355,350) (1,365,243)
Other financing sources (uses):							
Operating transfers in	35,000	—	—	—	—	9,784,056	9,819,056 8,310,964
Operating transfers out	—	(3,619,000)	—	(93,300)	—	(35,000)	(3,747,300) (4,583,600)
Certificates of indebtedness proceeds	35,000	(3,619,000)	—	(93,300)	—	9,749,056	480,000 4,207,364
Excess (deficiency) of revenues and other sources over expenditures and other uses	38,178	568,700	582,683	(43,460)	1,676	2,568,629	3,716,406 2,842,121
Fund balances at beginning of year	58,021	154,721	4,053,997	64,221	32,109	4,531,084	8,894,153 6,052,032
Fund balances at end of year	\$ 96,199	723,421	4,636,680	20,761	33,785	7,099,713	12,610,559 8,894,153

Exhibit D-2

See accompanying notes to combined financial statements.

## INTERNAL SERVICE FUNDS

---

---

---

Internal Service Funds are used to account for the financing of services provided by one fund of the Commission to other funds on a cost-reimbursement basis. The Commission has three internal service funds:

**Group Insurance Fund** — The Group Insurance Fund accounts for the cost of providing group medical and life insurance coverage for Commission employees. The fund is used to account for contributions from Commission funds and withholdings from employees' payroll used to pay the costs of providing group coverage for Commission employees.

**General Insurance Fund** — The General Insurance Fund accounts for the costs of maintaining casualty and workmen's compensation insurance coverage.

**Fleet Services Fund** — The Fleet Services Fund accounts for the repairs and maintenance activities provided by the Commission's central garage location for the various departments of the Commission.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Proprietary Funds - Internal Service Funds

Combining Balance Sheet

December 31, 1995  
(with comparative totals for December 31, 1994)

Assets	Totals	
	1995	1994
Cash and cash equivalents	626,161	362,636
Investments, at cost	1,143,592	1,196,886
Receivables:		
Accrued interest	3,772	2,213
Other	127,570	103,086
Due from other funds - Fleet Services	284,315	—
Inventory	59,841	40,840
Total current assets	<u>2,245,251</u>	<u>1,705,661</u>
Fixed assets:		
Land	163,475	163,475
Sewer line	107,541	107,541
Buildings	112,334	112,334
Vehicles	11,089	11,089
Equipment	40,485	40,485
	<u>434,924</u>	<u>434,924</u>
	<u>(34,942)</u>	<u>(18,553)</u>
Less accumulated depreciation	<u>399,982</u>	<u>416,371</u>
Total assets	<u>2,009,687</u>	<u>2,122,032</u>
Liabilities, Contributed Capital and Retained Earnings (Accumulated Deficit)		
Liabilities:		
Accounts payable:		
Accrued insurance claims payable	—	200,116
Other	135,606	241,075
Due to other funds:		
Group Insurance	284,315	—
Caddo Detention Center	—	270,929
Total liabilities	<u>611,387</u>	<u>712,120</u>
Contributed capital and retained earnings (accumulated deficit):		
Contributed capital	282,383	282,383
Retained earnings (accumulated deficit):		
Unreserved	(149,742)	(144,981)
Reserved for encumbrances	34,831	—
Reserved for payment of claims	—	1,272,510
Total retained earnings (accumulated deficit)	<u>1,866,374</u>	<u>1,127,529</u>
Total contributed capital and retained earnings (accumulated deficit)	<u>1,818,221</u>	<u>1,409,912</u>
Total liabilities, contributed capital and retained earnings (accumulated deficit)	<u>48,153</u>	<u>2,122,032</u>

See accompanying notes to combined financial statements.



CADDO PARISH COMMISSION  
Shreveport, Louisiana

Proprietary Funds - Internal Service Funds

Combining Statement of Revenues, Expenses, and  
Changes in Retained Earnings (Accumulated Deficit)

Year ended December 31, 1995  
(with comparative totals for December 31, 1994)

	Group Insurance Fund	General Insurance Fund	Fleet Service Fund	Totals
	1995	1995	1995	1994
Operating revenues:				
Employer's contributions	\$ 1,097,723	—	—	988,783
Employees' contributions	341,022	—	—	304,260
Charges for sales and service	—	590,864	1,147,450	1,698,131
Miscellaneous	<u>1,438,745</u>	<u>590,864</u>	<u>1,147,450</u>	<u>6,522</u>
Total revenues				<u>2,997,696</u>
Operating expenses:				
Claims	748,771	192,584	—	1,203,442
Cost of sales and service	146,760	323,905	1,035,686	1,070,036
Insurance premiums	59,565	63,222	16,543	417,473
General and administrative	—	—	16,389	110,270
Depreciation	—	—	38,367	18,553
Miscellaneous	<u>955,096</u>	<u>579,711</u>	<u>1,106,985</u>	<u>42,750</u>
Total expenses	483,649	11,153	40,465	2,862,524
Operating income				135,172
Nonoperating revenues (expense):				
Interest income	99,588	(526)	(10,395)	51,850
Interest expense	<u>99,588</u>	<u>(526)</u>	<u>(10,395)</u>	<u>(4,702)</u>
Net income	583,237	10,627	30,070	47,148
Retained earnings (accumulated deficit)				182,320
at beginning of year	<u>1,234,984</u>	<u>37,526</u>	<u>(144,981)</u>	<u>945,209</u>
Retained earnings (accumulated deficit)	\$ <u>1,818,221</u>	<u>48,153</u>	<u>(114,911)</u>	<u>1,127,529</u>
at end of year				

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Proprietary Funds - Internal Service Funds

Combining Statement of Cash Flows

Year ended December 31, 1995  
(with comparative totals for December 31, 1994)

	Group Insurance Fund	General Insurance Fund	Fleet Service Fund	Totals 1995	Totals 1994
Cash flows from operating activities:					
Operating income	\$ 483,649	11,153	40,465	535,267	135,172
Adjustments to reconcile operating income to net cash provided by operating activities:					
Depreciation	—	—	16,389	16,389	18,553
Increase in accounts receivable - other	—	—	(24,484)	(24,484)	(103,086)
Increase in due from other funds	(284,315)	—	—	(284,315)	—
Increase (decrease) in accrued insurance claims payable	(8,650)	—	—	(8,650)	15,633
Increase (decrease) in accounts payable - other	—	(89,109)	(16,360)	(105,469)	241,075
Increase in due to other funds	—	—	13,386	13,386	270,929
Increase in inventory	—	—	(19,001)	(19,001)	(40,840)
Net cash provided by (used in) operating activities	<u>190,684</u>	<u>(77,956)</u>	<u>10,395</u>	<u>123,123</u>	<u>537,436</u>
Cash flows from noncapital financing activities:					
Interest expense	—	(526)	—	(526)	—
Net cash provided by noncapital financing	—	(526)	—	(526)	—
Cash flows from capital and related financing activities:					
Interest paid on debt	—	—	(10,395)	(10,395)	(4,702)
Purchase of fixed assets	—	—	—	—	(152,541)
Net cash used in capital and related financing activities	—	—	(10,395)	(10,395)	(157,243)
Cash flows from investing activities:					
Purchases of investment securities	(5,075,044)	—	—	(5,075,044)	(3,636,540)
Proceeds from sale and maturity of investment securities	5,128,338	—	—	5,128,338	3,138,640
Interest on investments	98,029	—	—	98,029	52,429
Net cash provided by (used in) investing activities	<u>151,323</u>	—	—	<u>151,323</u>	<u>(445,471)</u>
Net increase (decrease) in cash and cash equivalents	342,007	(78,482)	—	263,525	(65,278)
Cash and cash equivalents at beginning of year	<u>236,001</u>	<u>126,635</u>	—	<u>362,636</u>	<u>427,914</u>
Cash and cash equivalents at end of year	\$ <u>578,008</u>	<u>48,153</u>	—	<u>626,161</u>	<u>362,636</u>

See accompanying notes to combined financial statements.

## FIDUCIARY FUNDS

---

---

---

Trust and Agency Funds are used to account for assets held in a trustee capacity or as an agent for other governments. These include Expendable Trust, Nonexpendable Trust, and Agency Funds. The Commission has four fiduciary funds:

**Jail Site Nonexpendable Trust Fund** — The establishment of this fund was mandated by the legislature to account for the proceeds from the sale of certain property in downtown Shreveport. The fund is nonexpendable and may only be utilized for the purpose of making revolving loans to the General Fund.

**Penal Farm Expendable Trust Fund** — This fund was established by the Caddo Parish Commission to account for the proceeds from the sale of land at the old penal farm site, now known as the West Shreveport Industrial Park. The sale proceeds are dedicated to industrial inducement and industrial park acquisition and improvement.

**Criminal Court Fund** — The establishment of this fund was mandated by the legislature to account for the proceeds from operations of the First Judicial District Court. All fines, court costs, and bond forfeitures imposed by the Court are dedicated to trial costs and other operating expenditures.

**Deferred Compensation Fund** — This fund was established to account for the assets and corresponding liability of the Commission's deferred compensation plan.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Fiduciary Funds

Combining Balance Sheet

December 31, 1995  
(with comparative totals for December 31, 1994)

	Nonexpendable Trust Fund	Jail Site Fund	Expendable Trust Fund	Agency Funds		Totals	
				Criminal Court Fund	Deferred Compensation Fund	1995	1994
<u>Assets</u>							
Cash and cash equivalents	\$ 14,834		352,303	50	—	367,187	352,086
Investments	—		223,058	—	1,575,766	1,798,824	1,603,035
Receivables:							
Accrued interest	—		955	—	—	955	137
Other	—		—	79,201	—	79,201	69,039
	—		—	79,201	—	80,156	69,176
Due from General Fund	903,896		—	—	—	903,896	885,995
Total assets	\$ 918,730		576,316	79,251	1,575,766	3,150,063	2,910,292
<u>Liabilities and Fund Balances</u>							
Liabilities:							
Accounts payable	\$ —		—	20,556	—	20,556	25,574
Deferred compensation benefits payable	—		—	—	1,575,766	1,575,766	1,251,952
Due to other funds - Penal Farm	—		200,000	58,695	—	258,695	29,633
Total liabilities	—		200,000	79,251	1,575,766	1,855,017	1,307,159
Fund balances - reserved for:							
Revolving loans to General Fund	918,730		—	—	—	918,730	899,511
Industrial development	—		376,316	—	—	376,316	703,622
Total fund balances	918,730		376,316	—	—	1,295,046	1,603,133
Total liabilities and fund balances	\$ 918,730		576,316	79,251	1,575,766	3,150,063	2,910,292

Exhibit F-1

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Fiduciary Funds

Nonexpendable Trust Fund - Jail Site Fund

Comparative Statement of Revenues and Changes in Fund Balance

Years ended December 31, 1995 and 1994

	<u>1995</u>	<u>1994</u>
Revenues - interest earned	\$ 19,219	10,943
Fund balance at beginning of year	<u>899,511</u>	<u>888,568</u>
Fund balance at end of year	\$ <u>918,730</u>	<u>899,511</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Fiduciary Funds

Nonexpendable Trust Fund - Jail Site Fund

Comparative Statement of Cash Flows

Years ended December 31, 1995 and 1994

	<u>1995</u>	<u>1994</u>
Cash flows from operating activities:		
Operating income	\$ 19,219	10,943
Adjustments to reconcile operating income to net cash provided by operating activities:		
Increase in due from General Fund	<u>(18,303)</u>	<u>(4,303)</u>
Net cash provided by operating activities	916	6,640
Cash flows from investing activities - interest on investments	<u>—</u>	<u>2,205</u>
Net increase in cash and cash equivalents	916	8,845
Cash at beginning of year	<u>13,918</u>	<u>5,073</u>
Cash at end of year	\$ <u>14,834</u>	<u>13,918</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Fiduciary Funds

Expendable Trust Fund - Penal Farm Fund

Comparative Statement of Revenues, Expenditures, and  
Changes in Fund Balance

Years ended December 31, 1995 and 1994

	<u>1995</u>	<u>1994</u>
Revenues:		
Use of money and property – interest earned	\$ 31,527	28,993
Other	<u>56,756</u>	<u>89,952</u>
Total revenues	<u>88,283</u>	<u>118,945</u>
Expenditures – capital projects:		
Industrial development	31,292	30,250
Miscellaneous	<u>2,777</u>	<u>2,778</u>
Total expenditures	<u>34,069</u>	<u>33,028</u>
Excess of revenues over expenditures	54,214	85,917
Other financing sources (uses):		
Operating transfer in	18,480	—
Operating transfers out	<u>(400,000)</u>	<u>(75,000)</u>
	<u>(381,520)</u>	<u>(75,000)</u>
Excess (deficiency) of revenues over expenditures and other uses	(327,306)	10,917
Fund balance at beginning of year	<u>703,622</u>	<u>692,705</u>
Fund balance at end of year	\$ <u>376,316</u>	<u>703,622</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Fiduciary Funds

Combining Statement of Changes in Assets and Liabilities - All Agency Funds

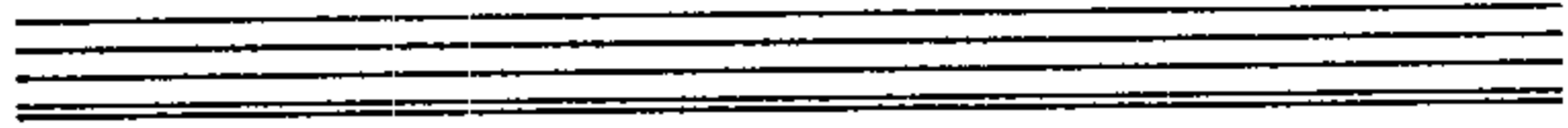
Year ended December 31, 1995

	<u>Balance,</u> <u>January 1, 1995</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance,</u> <u>December 31, 1995</u>
<b>Criminal Court Fund</b>				
<u>Assets</u>				
Cash	\$ 50	621,429	621,429	50
Receivables - other	54,755	79,201	54,755	79,201
Due from other funds	<u>402</u>	<u>—</u>	<u>402</u>	<u>—</u>
Total assets	\$ <u>55,207</u>	<u>700,630</u>	<u>676,586</u>	<u>79,251</u>
<u>Liabilities</u>				
Accounts payable	\$ 25,574	20,556	25,574	20,556
Due to other funds	<u>29,633</u>	<u>58,695</u>	<u>29,633</u>	<u>58,695</u>
Total liabilities	\$ <u>55,207</u>	<u>79,251</u>	<u>55,207</u>	<u>79,251</u>
<b>Deferred Compensation Fund</b>				
<u>Assets</u>				
Investments	\$ <u>1,251,952</u>	<u>383,762</u>	<u>59,948</u>	<u>1,575,766</u>
<u>Liability</u>				
Deferred compensation benefits payable	\$ <u>1,251,952</u>	<u>383,762</u>	<u>59,948</u>	<u>1,575,766</u>
<b>Totals - All Agency Funds</b>				
<u>Assets</u>				
Cash	\$ 50	621,429	621,429	50
Investments	1,251,952	383,762	59,948	1,575,766
Receivables - other	54,755	79,201	54,755	79,201
Due from other funds	<u>402</u>	<u>—</u>	<u>402</u>	<u>—</u>
Total assets	\$ <u>1,307,159</u>	<u>1,084,392</u>	<u>736,534</u>	<u>1,655,017</u>
<u>Liabilities</u>				
Accounts payable	\$ 25,574	20,556	25,574	20,556
Due to employee participants	1,251,952	383,762	59,948	58,695
Due to other funds	<u>29,633</u>	<u>58,695</u>	<u>29,633</u>	<u>1,575,766</u>
Total liabilities	\$ <u>1,307,159</u>	<u>463,013</u>	<u>115,155</u>	<u>1,655,017</u>

See accompanying notes to combined financial statements.



## ACCOUNT GROUPS



## **GENERAL FIXED ASSETS ACCOUNT GROUP**

---

---

---

This account group is established to account for all fixed assets of the Commission. Capital expenditures in all funds are recorded as expenditures of those funds at the time of purchase and are subsequently recorded, at cost, for central purposes in the General Fixed Assets Account Group. In accordance with generally accepted accounting principles for governmental entities, depreciation is not recorded in general fixed assets.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Comparative Schedule of General Fixed Assets - By Source

December 31, 1995 and 1994

	<u>1995</u>	<u>1994</u>
General fixed assets:		
Land and land improvements	\$ 5,408,362	5,471,622
Buildings and structures	52,201,631	51,870,031
Machinery and equipment	14,865,966	13,056,327
Vehicles	3,698,296	3,831,942
Construction in progress	<u>1,137,299</u>	<u>37,059</u>
	<u>\$ 77,311,554</u>	<u>74,266,981</u>
Investment in general fixed assets - by source:		
Investment, December 31, 1982	\$ 14,532,485	14,532,485
Subsequent to December 31, 1982:		
General obligation bonds	28,811,334	28,811,334
Penal Farm Fund	1,205,960	1,205,960
General Fund	2,101,101	2,040,295
Contributions from other governmental funds and agencies	30,556,674	27,572,907
Donations	<u>104,000</u>	<u>104,000</u>
	<u>\$ 77,311,554</u>	<u>74,266,981</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Schedule of Changes in General Fixed Assets -  
By Function and Activity

Year ended December 31, 1995

Function and Activity	General Fixed Assets January 1, 1995	Additions	Retirements	Transfers	December 31, 1995
General government:					
Judicial	\$ 6,230,932	238,160	98,624	14,799	6,385,267
Elections	80,981	9,075	12,768	337	77,625
Finance and administrative	795,889	763,632	221,994	(3,385)	1,334,142
Other general government	<u>5,295,130</u>	<u>299,341</u>	<u>20,442</u>	<u>18,830</u>	<u>5,592,859</u>
	<u>12,402,932</u>	<u>1,310,208</u>	<u>353,828</u>	<u>30,581</u>	<u>13,389,893</u>
Public safety	36,024,360	729,893	86,030	45,365	36,713,588
Health and welfare	6,931,315	233,321	83,927	(11,875)	7,068,834
Highways and streets	4,572,536	377,983	671,049	9,623	4,289,093
Sanitation	1,205,590	5,697	14,515	(62,192)	1,134,580
Culture and recreation	13,093,189	592,685	96,104	(11,502)	13,578,268
Construction in progress	<u>37,059</u>	<u>1,903,227</u>	<u>802,988</u>	<u>—</u>	<u>1,137,298</u>
Total general fixed assets	<u>\$ 74,266,981</u>	<u>5,153,014</u>	<u>2,108,441</u>	<u>—</u>	<u>77,311,554</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

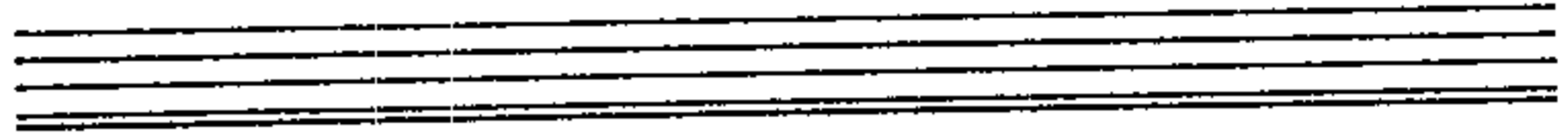
Schedule of General Fixed Assets -  
By Function and Activity

December 31, 1995

<u>Function and Activity</u>	<u>Total</u>	<u>Land and Land Improvements</u>	<u>Buildings and Structures</u>	<u>Machinery and Equipment</u>	<u>Vehicles</u>
General government:					
Judicial	\$ 6,385,267	102,500	5,650,398	413,795	218,574
Elections	77,625	—	—	74,929	2,696
Finance and administrative	1,334,142	—	435,229	721,787	177,126
Other general government	<u>5,592,859</u>	<u>—</u>	<u>4,763,601</u>	<u>703,305</u>	<u>125,953</u>
	<u>13,389,893</u>	<u>102,500</u>	<u>10,849,228</u>	<u>1,913,816</u>	<u>524,349</u>
Public safety	36,713,588	2,258,989	32,417,064	1,999,791	37,744
Health and welfare	7,068,834	1,616,709	4,854,692	385,299	212,134
Highways and streets	4,289,093	24,589	134,920	1,598,656	2,530,928
Sanitation	1,134,580	482,028	19,381	391,789	241,382
Culture and recreation	<u>13,578,268</u>	<u>923,548</u>	<u>4,432,565</u>	<u>8,070,396</u>	<u>151,759</u>
	<u>62,784,363</u>	<u>5,305,863</u>	<u>41,858,622</u>	<u>12,445,931</u>	<u>3,173,947</u>
Total general fixed assets allocated to functions		<u>5,408,363</u>	<u>52,707,850</u>	<u>14,359,747</u>	<u>3,698,296</u>
Construction in progress	<u>1,137,298</u>				
Total general fixed assets	\$ <u>77,311,554</u>				

See accompanying notes to combined financial statements.

**GENERAL LONG-TERM  
OBLIGATION ACCOUNT  
GROUP**



This account group represents a summary of all general obligation debt of the Commission.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Schedule of Changes in Long-Term Obligations

Year ended December 31, 1995

	<u>December 31, 1994</u>	<u>Additions</u>	<u>Payments</u>	<u>Debt Service Fund Operations</u>	<u>December 31, 1995</u>
Amount available in Debt Service Fund	\$ 8,808,795	—	—	(202,044)	8,606,751
Amount to be provided for retirement of long-term debt	21,776,205	13,685,000	14,945,000	202,044	20,718,249
Amount to be provided for accrued compensated absences	<u>233,201</u>	<u>24,276</u>	<u>—</u>	<u>—</u>	<u>257,477</u>
	<u>\$ 30,818,201</u>	<u>13,709,276</u>	<u>14,945,000</u>	<u>—</u>	<u>29,582,477</u>
Long-term obligations payable:					
General obligation bonds payable	\$ 30,105,000	13,685,000	14,860,000	—	28,930,000
Certificates of indebtedness	480,000	—	85,000	—	395,000
Accrued compensated absences	<u>233,201</u>	<u>24,276</u>	<u>—</u>	<u>—</u>	<u>257,477</u>
	<u>\$ 30,818,201</u>	<u>13,709,276</u>	<u>14,945,000</u>	<u>—</u>	<u>29,582,477</u>

See accompanying notes to combined financial statements.

CADDO PARISH COMMISSION

Commissioner Compensation

Year ended December 31, 1994

Aytch, Donald	\$ 8,400.00
Cameron, Nelson W.	8,400.00
Denny, Harold D.	8,400.00
Dumas, Danny Joe	8,400.00
Epperson, Kenneth R.	8,400.00
Lenard, Lloyd E.	8,400.00
Marsala, Vincent	8,400.00
Reid, John D.	9,600.00
Waddell, Leo W.	8,400.00
Williams, Michael D.	8,400.00
Wilson, Hersey	8,400.00
Wyndon, David	<u>8,400.00</u>
	\$ <u>102,000.00</u>



KPMG

★ OFFICIAL  
FILE COPY  
-----  
DO NOT SEND OUT  
-----  
(Xerox necessary  
copies from this  
copy and PLACE  
BACK in FILE)

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Supplementary Schedule of Federal  
Financial Assistance (Single Audit)

December 31, 1995

(With Independent Auditors' Report Thereon)

RECEIVED  
LEGISLATIVE AUDITOR  
95 JUL - 1 AM 10:59

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 \_\_\_\_\_

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Supplementary Schedule of Federal Financial Assistance  
(Single Audit)

Year ended December 31, 1995

Table of Contents

	<u>Page(s)</u>
Independent Auditors' Report on Supplementary Schedule of Federal Financial Assistance	1
Schedule of Federal Financial Assistance	2
Notes to Schedule of Federal Financial Assistance	3
Independent Auditors' Report on the Internal Control Structure Based on an Audit of the Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	4-5
Independent Auditors' Report on the Internal Control Structure Used in Administering Federal Financial Assistance Programs	6-8
Independent Auditors' Report on Compliance Based on an Audit of the Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	9
Independent Auditors' Report on Compliance With General Requirements Applicable to Federal Financial Assistance Programs	10
Independent Auditors' Report on Compliance With Specific Requirements Applicable to Major Federal Financial Assistance Programs	11
Independent Auditors' Report on Compliance with Specific Requirements Applicable to Nonmajor Federal Financial Assistance Program Transactions	12
Schedule of Findings and Questioned Costs	13

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on Supplementary Schedule of Federal Financial Assistance

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these 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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the primary government financial statements of the Commission, and on the combining, individual fund, and account group financial statements of the Commission 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 financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the primary government, combining, individual fund, and account group financial statements and, in our opinion, is fairly presented in all material respects in relation to the primary government financial statements and the combining, individual fund, and account group financial statements taken as a whole.

*KPMG Peat Marwick LLP*

April 19, 1996

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Schedule of Federal Financial Assistance

Year ended December 31, 1995

Grantor Title	Federal CFDA Number	Grant Number	Grant Revenues Received Cash Basis	Accrued (Deferred) Grant Revenue December 31, 1994	Accrued (Deferred) Grant Revenue December 31, 1995	Grant Revenues Accrual Basis	Commission Matching Contributions and Miscellaneous Revenues	1995 Expenditures
<u>U.S. Department of Agriculture</u>								
Pass-through State Department of Health and Human Resources - Food Stamp Program	10.551	N/A	\$ 144,030	12,848	67,498	198,680	137,644	336,324
Pass-through State Department of Food and Nutrition Services - Food Nutrition Grant	10.550	N/A	<u>30,824</u>	<u>—</u>	<u>—</u>	<u>30,824</u>	<u>—</u>	<u>30,824</u>
Total U.S. Department of Agriculture			<u>174,854</u>	<u>12,848</u>	<u>67,498</u>	<u>229,504</u>	<u>137,644</u>	<u>367,148</u>
<u>U.S. Department of Housing and Urban Development</u>								
Direct program - pass-through Louisiana Community Development Block Grant Division of Administration - Community Development Block Grant	14.219	Project #101-2033	31,328	31,328	—	—	—	—
Section 8 Housing Assistance Program	14.156	LA 48E184002/003 LA 48V184001	<u>523,623</u>	<u>51,002</u>	<u>(15,066)</u>	<u>457,188</u>	<u>—</u>	<u>457,188 (1)</u>
Total U.S. Department of Housing and Urban Development			<u>554,951</u>	<u>82,337</u>	<u>(15,066)</u>	<u>457,188</u>	<u>—</u>	<u>457,188</u>
<u>U.S. Department of Education</u>								
Pass-through Louisiana State Library - Major Urban Library Resource Grant	84.034	N/A	<u>34,174</u>	<u>—</u>	<u>—</u>	<u>34,174</u>	<u>—</u>	<u>34,174</u>
Total U.S. Department of Education			<u>763,619</u>	<u>95,185</u>	<u>52,432</u>	<u>720,866</u>	<u>137,644</u>	<u>858,510</u>

Note: (1) Major grant.

See accompanying notes to schedule of federal financial assistance.

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Notes to Schedule of Federal Financial Assistance

Year ended December 31, 1995

**(1) General**

The accompanying schedule of federal financial assistance presents the activity of all federal financial assistance programs of the Caddo Parish Commission, Shreveport, Louisiana (the "Commission"). The Commission's reporting entity is defined in note 1(A) to the Commission's primary government financial statements. Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through other government agencies, is included on the schedule. (See note 3.)

**(2) Basis of Accounting**

The accompanying schedule of federal financial assistance is presented using the modified accrual basis of accounting, which is described in note 1(D) to the Commission's general purpose financial statements.

**(3) Relationship to Primary Government Financial Statements**

Federal financial assistance revenues are reported in the Commission's primary government financial statements as follows:

	<u>Intergovernmental Revenues - Federal</u>	<u>Health and Welfare Expenditures</u>	<u>Total</u>
General Fund	\$ —	198,680	198,680
Special Revenue Funds:			
Detention Facilities Fund	30,824	—	30,824
Shreve Memorial Library Fund	34,174	—	34,174
Section 8 Housing Fund	<u>457,188</u>	<u>—</u>	<u>457,188</u>
Total federal financial assistance reported in general purpose financial statements	\$ <u>522,186</u>	<u>198,680</u>	<u>720,866</u>

**(4) Relationship to Federal Financial Reports**

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports.

**(5) Major Federal Financial Assistance Programs**

Major federal financial assistance programs include any program for which federal expenditures for that program exceed \$300,000. The Commission's major federal financial assistance program is the Section 8 Housing Assistance Program.

# **KPMG** Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on the Internal Control Structure Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996.

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 financial statements are free of material misstatement.

The management of the Commission 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 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 financial statements of the Commission for the year ended December 31, 1995, 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 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 one or more of the specific 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 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.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of the Commission in a separate letter dated April 19, 1996.

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

*KPMG Peat Marwick LLP*

April 19, 1996

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on the Internal Control Structure Used in Administering Federal Financial Assistance Programs

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996. We have also audited the compliance of the Commission with requirements applicable to its major federal financial assistance program, and have issued our report thereon dated April 19, 1996.

We conducted our audits in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of 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 financial statements are free of material misstatement and about whether the Commission complied with laws and regulations, noncompliance with which would be material to a major federal financial assistance program.

In planning and performing our audits for the year ended December 31, 1995, we considered the internal control structure of the Commission in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements of the Commission, and on its compliance with requirements applicable to its major program, 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 our audit of the financial statements in a separate report dated April 19, 1996.

The management of the Commission 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, transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and 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:

Cycles of Commission's activities

- Revenue/receipts
- Purchases/disbursements
- Payroll

General requirements

- Political activity
- Civil rights
- Cash management
- Federal financial reports
- Allowable costs/cost principles
- Drug-Free Workplace Act
- Administrative requirements

Specific requirements

- Types of services allowed or unallowed
- Eligibility
- Matching, level of effort, or earmarking
- Reporting
- Special requirements:
  - Contract rents and utility allowances
  - Contract rents and utility adjustments
  - Site inspection reports
  - Program income
  - Environmental review and certification
  - Approval of request for release of funds
  - Obligation of funds

Claims for advances and reimbursements

Amounts claimed or used for matching

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 December 31, 1995, the Commission expended 63.4 percent of its total federal financial assistance under its major federal financial assistance program.

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 general requirements, specific requirements, and requirements governing claims for advances and reimbursements, and amounts claimed or used for matching that are applicable to each of the major federal financial assistance programs of the Commission, 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 constitute 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 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 operations that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of the Commission in a separate letter dated April 19, 1996.

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

*KPMG Peat Marwick LLP*

April 19, 1996

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

Independent Auditors' Report on Compliance  
Based on an Audit of the Financial Statements Performed in  
Accordance with Government Auditing Standards

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996.

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 financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Commission is the responsibility of the Commission's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Commission's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the 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 Commissioners, management, the cognizant agency, and the State of Louisiana Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

*KPMG Peat Marwick LLP*

April 19, 1996

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on Compliance With General Requirements Applicable to Federal Financial Assistance Programs

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996.

We have applied procedures to test the Commission's compliance with the following requirements applicable to its federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance for the year ended December 31, 1995:

- Political activity
- Civil rights
- Cash management
- Federal financial reports
- Allowable costs/cost principles
- Drug-Free Workplace Act
- Administrative requirements

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 Commission'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 Commission had not complied, in all material respects, with those requirements.

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

*KPMG Peat Marwick LLP*

April 19, 1996

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on Compliance With Specific Requirements Applicable to Major Federal Financial Assistance Programs

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996.

We have also audited the Commission's compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; contract rents and utility allowances; contract rents and utility adjustments; site inspection reports; program income; environmental review and certification; approval of request for release of funds; obligation of funds; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to its major federal financial assistance program, which is identified in the accompanying schedule of federal financial assistance, for the year ended December 31, 1995. The management of the Commission is responsible for the Commission's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit of compliance with those requirements in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of 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 material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Commission complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; contract rents and utility allowances; contract rents and utility adjustments; site inspection reports; program income; environmental review and certification; approval of request for release of funds; obligation of funds; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to its major federal financial assistance program for the year ended December 31, 1995.

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

*KPMG Peat Marwick LLP*

April 19, 1996

# KPMG Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

## Independent Auditors' Report on Compliance With Specific Requirements Applicable to Nonmajor Federal Financial Assistance Program Transactions

To the Members of the Caddo Parish Commission  
Caddo Parish Courthouse  
Shreveport, Louisiana:

We have audited the primary government financial statements, and the combining, individual fund, and account group financial statements of the Caddo Parish Commission (the "Commission") as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996.

In connection with our audit of the financial statements of the Commission and with our consideration of the Commission's control structure used to administer federal financial assistance programs, as required by Office of Management and Budget (OMB) 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 December 31, 1995. 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 matching, level of effort, or earmarking 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 Commission'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 the Commission had not complied, in all material respects, with those requirements.

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

*KPMG Peat Marwick LLP*

April 19, 1996

CADDO PARISH COMMISSION  
Shreveport, Louisiana

Schedule of Findings and Questioned Costs  
(Single Audit)

Year ended December 31, 1995

Findings

None

Questioned Costs

—

# **KPMG** Peat Marwick LLP

1900 Commercial National Tower  
333 Texas Street  
Shreveport, LA 71101-3692

April 19, 1996

## **CONFIDENTIAL**

The Members of the Caddo  
Parish Commission

Dear Commissioners:

We have audited the primary government financial statements of the Caddo Parish Commission (the "Commission") and the combining, individual fund, and account group financial statements of the Commission as of and for the year ended December 31, 1995, and have issued our report thereon dated April 19, 1996. In planning and performing our audit of the financial statements of the Commission, we considered internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control. We have not considered the internal control since the date of our report.

During our audit, we noted certain matters involving internal control and other operational matters that are presented for your consideration. These comments and recommendations, all of which have been discussed with the appropriate members of management, are intended to improve internal control or result in other operating efficiencies and are summarized as follows:

### **SECTION 8 HOUSING FUND**

The accounting for the Section 8 Housing program is currently performed by an outside accountant throughout the year. Consistent with previous years, a number of adjustments had to be made to reconcile the Commission's books with those of the outside accountant at year end. While significant improvement has been made, we recommend that the Commission continue to coordinate more closely with the outside accountant for the Section 8 Housing Program at year end to come to an agreement on the necessary entries that need to be recorded by both parties to properly reconcile the books.

### **OCCUPATIONAL LICENSES**

During documentation of controls related to occupational licenses, the following situations were noted: (1) temporary licenses are not prenumbered and (2) no formal reconciliation of collections to licenses issued is performed. To strengthen the controls over occupational licenses, we recommend that the Commission assign an employee independent of these duties to reconcile cash receipts to licenses issued, establish a prenumbering system for the licenses, and account for all issued and unused licenses on a periodic basis.



### CASH RECEIPTS

Upon examining the Commission's controls over cash receipts, we noted that the personnel opening the mail passes the cash receipts to another employee, who records the cash receipt. To strengthen the controls over cash receipts, we recommend that the cash receipts be recorded and checks stamped for deposit only as received by the employee opening the mail. The mail currently is opened by several individuals which makes control more difficult. We recommend that one individual open the mail, stamp all checks for deposit only and prepare the initial control listing.

### AD VALOREM TAX ACCOUNTS

During procedures performed related to ad valorem tax accounts over the past couple years, numerous entries have had to be made to properly state the accounts. In addition, the Commission has changed the way it computes certain of the account balances over the past few years. Although no significant impact to the financial statements was noted, we recommend that the Commission be consistent in the determination of ad valorem tax related accounts and ensure the accuracy of reported balances at the end of the year.

### DELINQUENT ASSESSMENTS

Within the Road and Bridge Fund and the Road Construction Fund, it was noted that there were a number of delinquent paving assessments outstanding, with the amount of delinquent assessments within the Road Construction Fund increasing significantly from prior year. The Road and Bridge Fund has established an allowance for uncollectible assessments; however, there currently is no allowance established within the Road Construction Fund. With the increase in the amount of delinquent accounts in the Road Construction Fund, we recommend that the client establish an allowance for potential uncollectible assessments.

### INTERNAL SERVICE FUND - FLEET SERVICES

The Fleet Services Fund was established in prior year as an Internal Service Fund, which serves to account for the activities of the Central Garage location. Internal Service Funds require that all fixed assets related to the Fund be capitalized and depreciated within the Fund itself. During review of the Accountable Asset Run in conjunction with the General Fixed Asset Account Group, it was noted that there were fixed assets transferred in from other departments, sold, or purchased during the year that were not reflected in the Fleet Services Fund. In addition, depreciation had not been properly adjusted at year end. Although the net affect of these transactions had no significant impact on the Fund, we recommend that the Commission monitor the Fund closely, in conjunction with personnel preparing the Accountable Asset Run, to ensure that all fixed assets are properly capitalized and depreciated.

### RISK MANAGEMENT

In 1995, the Commission implemented the provisions of GASB Statement 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*. Under GASB 10, revenues and expenses should equal over time, with no accumulation of funds. Any excess should be recorded as an operating transfer instead of revenues/expenses. We recommend that the Commission continue to monitor the Group Insurance and General Insurance Funds closely to properly report any excess accumulation of funds as operating transfers.

### GENERAL FIXED ASSET ACCOUNT GROUP

During the year the Commission has continued to make efforts to improve its accountability over fixed assets. One employee is assigned to monitor and account for the activity related to the fixed assets. In addition a physical inventory by department was performed during the year. In the current year, we noted the following: (1) prior year additions that were not recorded in the Accountable Assets run until the current year; (2) items that cleared from work in progress but were not recorded in the Accountable Assets run; (3) various 1995 additions not recorded in the Accountable Assets run; and (4) difficulty in determining completeness of the Accountable Asset Run and recorded fixed assets. With the significant amount of activity and transfers that can take place during the year, we recommend that the Commission continue to closely monitor the fixed assets on a monthly basis to ensure that all assets are properly accounted for; assets are properly removed from the Account Group when sold, disposed, transferred, etc.; and that the same assets are not accounted for in different departments. In addition, the Commission should be able to reconcile fixed asset (capital outlay) additions during the year per respective funds general ledgers to additions per the Accountable Asset Run.

\* \* \* \* \*

It should be noted that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not bring to light all weaknesses in systems and procedures which may exist. We aim, however, to use our knowledge of the Commission's organization gained during our work to make comments and suggestions which we hope will be useful to you.

We would like to take this opportunity to thank the personnel of the Commission for their cooperation and assistance during the audit.

This report is intended solely for the information and use of the Commissioners, management, and others within the organization.

Very truly yours,

KPMG Peat Marwick LLP