Other Financing Sources (Uses) -- Transfers between funds that are not expected to be repaid (or any other types, such as capital lease transactions, sale of fixed assets, debt extinguishments, long term debt proceeds, and the like) are accounted for as other financing sources (uses). These other financing sources are recognized at the time the underlying events occur.

Deferred Revenues -- The PHA reports deferred revenue on its combined balance sheet. Deferred revenues arise when resources are received by the PHA before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the PHA has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

#### E. BUDGETS

The following summarizes the budget activities of the PHA during the fiscal year:

- 1. The PHA adopted budgets for the General Fund, the Special Revenue Fund and the Capital Projects Funds. The Capital Projects Funds budget comparison to actual has not been included since the cash project is a multiple year endeavor.
- 2. The budgets are prepared on the modified accrual basis of accounting. All appropriations lapse at year end.
- 3. Encumbrances are not recognized within the accounting records for budgetary purposes.
- 4. Formal budget integration (within the accounting records) is employed as a management control device.
- 5. The Executive Director is authorized to transfer amounts between line items within any fund, with the exception of salaries, provided such does not change the total of any function. However, when actual revenues within a fund fail to meet budgeted revenues by 5% or more, a budget amendment is adopted by the PHA in an open meeting. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

### F. ENCUMBRANCES

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed. However, outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded. In addition, the monthly budget reports are reviewed to ensure compliance with the budget, and where necessary, revisions to the budget are made.

### G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits and interest bearing demand deposits. Cash equivalents include amounts in time deposits and cash with fiscal agents. Under state law, the PHA may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana Law and national banks having their principal offices in Louisiana.

### H. SHORT TERM INTERFUND RECEIVABLES/PAYABLES

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

### I. INVENTORY

All purchased inventory items are valued at the lower of cost (first in, first out) or market. Purchased inventories are offset by a fund balance reserve which indicates that these do not constitute "available spendable resources", even though they are a component of total assets.

Acquisition of materials and supplies are accounted for on the purchase method, that is, the expenditure is charged when the items are purchased.

### J. FIXED ASSETS

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures such as sidewalks and parking lots are capitalized. Interest expense during construction is capitalized. Depreciation has not been provided on general fixed assets.

### K. COMPENSATED ABSENCES

The PHA follows Louisiana Civil Serviced regulations for accumulated annual and sick leave. Employees may accumulate up to 300 hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the governmental funds when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not

requiring current resources is recorded in the general long term obligations account group. Leave benefits are based on accrued leave benefits or employees with 10 years service to a maximum of 25 days at their current annual salary.

### L. LONG TERM OBLIGATIONS

Long term obligations expected to be financed from governmental funds are reported in the general long term obligations account group. Expenditures for principal and interest payments for long term obligations are recognized in the governmental funds when due.

### M. FUND EQUITY

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

### N. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers. Nonrecurring or non routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

### O. TOTAL COLUMNS ON COMBINED STATEMENTS

The total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with GAAP. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

### NOTE 2 -- CASH AND CASH EQUIVALENTS

At March 31, 1996, the PHA has cash and cash equivalents totaling \$44,480.29 as follows:

Interest Bearing Demand Deposits	\$13,480.70
Time Deposits	30,869.59
Petty Cash	130.00
Cash With Fiscal Agent	0.00
Total	\$44,480.29

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the

pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At March 31, 1996, the PHA has \$44,480.29 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and N/A of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). Even though the pledger securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statue 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the PHA that the fiscal agent has failed to pay deposited funds on demand.

#### NOTE 3--RECEIVABLES

The receivables of \$73,241.96 at March 31, 1996 are as follows:

Class of <u>Receivables</u>	General <u>Fund</u>	Special Revenue Fund		Capital Project Fund	<u>Total</u>
Local Sources: Tenants Other	569.83			•	569.83
Federal Sources: Due From HUD			72,672.1	3	72,672.13
Total					73,241.96

### NOTE 4--FIXED ASSETS

The changes in general fixed assets are as follows:

Land, Structures, & Equipment Balance 3-31-95 Net Additions Balance 3-31-96	2,194,535.36 228.00 2,194,763.36
CIAP 902 Balance 3-31-95 & 3-31-96	101,835.74
CIAP 903 Balance 3-31-95	353,173.85
Net Additions	41,267.12
Balance 3-31-96	394,440.97
CIAP 904 Balance 3-31-95	374,262.25
Net Additions	47,929.92
Balance 3-31-96	422,192.17
CIAP 905 Balance 3-31-95	62,755.50
Net Additions	285,193.85
Balance 3-31-96	347,949.35

CIAP 906 Balance 3-31-95 1,600.00
Net Additions 26,267.04
Balance 3-31-96 27,867.04

Total 3,489,048.63

Fixed assets are mortgaged to HUD pursuant to the Annual Contributions Contract as collateral for obligations owed to the US Government. The building cost includes N/A of ineligible expenditures as determined by HUD.

### NOTE 5--RETIREMENT SYSTEM

The PHA participates in the Housing Renewal and Local Agency Retirement Plan which is a defined contribution plan. Through this plan, the PHA provides pension benefits for all of its full time employees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. All regular and full time employees are eligible to participate in the plan on the first day of the month after completing 6 months of continuous an uninterrupted employment. Each participant in the plan is required to make a monthly contribution equal to 5.5% of each participant's basic compensation. The PHA's contribution for each employee and income allocated to the employee's account are fully vested after 5 years of continuous service. The PHA's contributions and interest forfeited by employees who leave employment before 5 years of service are used to offset future contributions of the PHA.

The PHA's total payroll for fiscal year ended March 31, 1996 was \$87,162.63. The PHA's contributions were calculated using the base salary amount of \$87,162.63. Both the PHA and the covered employees made the required contributions for the year ended March 31, 1996. Employee contributions to the plan totaled \$4,793.94. The PHA contributions totaled \$6,973.01 for the year ended March 31, 1996.

### NOTE 6--ACCOUNTS PAYABLE

The payables of \$9,146.19 at March 31, 1996 are as follows:

General Fund:
Payments in Lieu of Taxes 8,809.79
Other Accounts Payable 336.40

### NOTE 7--COMPENSATED ABSENCES

At March 31, 1996, employees of the PHA have accumulated and vested \$8,740.40 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. This amount is not expected to be paid from current available resources; therefore the liability is recorded within general long term obligations account group.

### NOTE 8--CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS

Agency Funds:

Tenant Security Deposits 3-31-95 8,800.00
Net Additions 2,300.00
Balance 3-31-96 11,100.00

### NOTE 9--CHANGES IN GENERAL LONG TERM OBLIGATIONS

The following is a summary of the long term obligation transactions of the year ended March 31, 1996:

Compensated Absences:

Balance 3-31-95 Not Available 8,740.40

The following notes and bonds are outstanding at March 31, 1996, are HUD guaranteed. Bond principal and interest payable in the next fiscal year are not available. The individual issues are as follows:

Federal Financing Bank Notes:

Balance 3-31-95	749,473.34
Principal Reduction	24,534.76
Balance 3-31-96	724,938.58

Non HUD Project Notes Payable at 3-31-95 & 3-31-96

(A) Project Notes-Non HUD are obligations due HUD. The Debt Forgiveness Act of 1985 forgave these notes. PHA's that executed a revised ACC in 1995 have accomplished the debt forgiveness. The PHA has not accrued interest on Project Notes-Non HUD.

371,383.65

All principal and interest requirements are funded in accordance with Federal law by the annual contributions from the US Department of HUD. At March 31, 1996, the PHA has accumulated \$0.00 in the debt service funds for future debt requirements.

In a reporting departure from GAAP, I am not able to disclose Bond and Note principal and interest maturities, nor interest rates and maturity dates because the PHA could not locate the amortization schedules.

### NOTE 10--INTERFUND ASSETS/LIABILITIES

Interfund receivables/payables at March 31, 1996 is as follows:

NONE

### NOTE 11-COMMITMENTS AND CONTINGENCIES

There are certain major construction projects at March 31, 1996. As approved by HUD these projects are being funded by HUD. Funds are requested periodically as the cost is incurred. Costs incurred on these projects and estimated cost to complete these projects totaled \$375,816.39 and \$264,226.61 as of March 31, 1996.

The PHA participates in a number of state and federally assisted grant programs. Although he current grant programs have been audited in accordance with the Single Audit Act of 1994 through March 31, 1996, these programs are still subject to compliance audits. PHA management believes that the amount of disallowances, is nay, which may arise from future audits will not be material.

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582

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COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE CAPITAL PROJECTS FUND FOR THE YEAR ENDED MARCH 31, 1996

	PROJECT LA48P0400903 91 LJ	PROJECT LA48P040904 92	PROJECT 1993 MOD	PROJECT 1994 MOD	Total Memo Only
REVENUES Local Sources Federal Sources-Grants	41,342.12	48,755.93	285,300.65	26,146.00	401,544.70
Total Revenues	41,342.12	48,755.93	285,300.65	26,146.00	401,544.70
EXPENDITURES Current: Administrative General Expenses Facilities Acquisition and Construction	41,267.12	47,929.92	285,193.85	26,267.04	400,657.93
Total Expenditures	41,267.12	47,929.92	285,193.85	26,267.04	400,657.93
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	75.00	826.01	106.80	(121.04)	886.77
FUND BALANCE AT BEGINNING OF YEAR	(12,832.97)	3,405.82	3,242.74	0.00	(6,184.41)
FUND BALANCE AT END OF YEAR	(12,757.97)	4,231.83	3,349.54	(121.04)	(5,297.64)

see notes to financial statements

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE For the year Ended March 31, 1996

SCHEDULE II

All programs are Major programs unless otherwise noted.

Program	CFDA NO.	Program Assistance	Program Expenditures
U S Department of Housing and Urban Development			
Direct Programs: Low Income Housing **	14.850	159,893.13	159,893.13
CIAP	14.852	401,544.70	400,657.93
Totals		561,437.83	560,551.06

see notes to financial statements

<sup>\*\*</sup> Denotes Non Major Program

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 BALANCE SHEET STATUTORY BASIS Annual Contributions Contract FW-1283 March 31, 1996	SCHEDULE III
ASSETS	
Cash Investments Accounts Receivable Debt Amortization Funds Deferred Charges Land, Structures and Equipment	\$2,516.39 30,869.59 569.83 72,672.13 0.00 3,489,048.63
TOTAL ASSETS	\$3,595,676.57
LIABILITIES AND SURPLUS	
LIABILITIES: Accounts Payable Notes Payable Accrued Liabilities Deferred Credits Fixed Liabilities	11,436.40 371,383.65 8,809.79 0.00 724,938.58
TOTAL LIABILITIES	1,116,568.42
Surplus	2,479,108.15
TOTAL LIABILITIES AND SURPLUS	\$3,595,676.57

see notes to the financial statements

Housing Authority of the Town of St. Martinville SCHEDULE IV St. Martinville, LA 70582 STATEMENT OF INCOME AND EXPENSES-PHA OWNED HOUSING STATUTORY BASIS Annual Contributions Contract FW-1283 For the year Ended March 31, 1996

OPERATING INCOME: Dwelling Rental Interest Income Other Income	\$162,935.00 2,133.05 8,036.72
Total Operating Income	173,104.77
OPERATING EXPENSES: Administration Tenant Services Utilities	\$58,790.01 0.00 74,837.14
Ordinary Maintenance and Operations General Expense Non-Routine Maintenance	81,981.58 68,849.29 2,500.00
Total Operating Expenses	286,958.02
NET OPERATING DEFICIT	(\$113,853.25)
OTHER CHARGES: Interest on Notes and Bonds Prior Period Adjustments Affecting Residual Receipts	\$48,137.37 0.00
Audit Adjusting Journal Entries	(2,357.39)
TOTAL OTHER CHARGES	45,779.98
DEFICIT	(\$159,633.23)

see notes to financial statements

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 ANALYSIS OF SURPLUSStatutory Basis For the year Ended March 31, 1996	SCHEDULE V
**	ACC FW-1283
Unreserved Surplus Balance Per PHA 3-31-95	(2,426,750.84)
Deficit for the Year Ended	(159,633.23)
Provision for Operating Reserve	26,860.25
Audit Adjusting Journal Entries	(2,357.39)
Balance 3-31-96	(2,561,881.21)
Reserved SurplusOperating Reserve Balance Per PHA 3-31-95	43,124.36
Audit Adjusting Journal Entries	2357.39
Provision for Operating Reserve	(26,860.25)
Balance 3-31-96	18,621.50
Cumulative HUD Contributions: Balance Per PHA 3-31-95	4,460,930.03
Annual Contribution Required	72,672.13
Operating Subsidy	87,221.00
Contributions for Modernization Activities	401,982.78
Audit Adjusting Journal Entries	(438.08)
Balance 3-31-96	5,022,367.86
Total Surplus 3-31-96	2,479,108.15

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see notes to financial statements

Housing Authority of the Town of St. Martinville SCHEDULE VI St. Martinville, LA 70582 PHA's Statement and Certification of Actual Modernization Costs COMPLETED PROJECT LA48P040903 91 and LA 48P040904 92 Annual Contributions Contract FW-1283 For The Year Ended March 31, 1996

1.	The	actual	modernization	costs	of	the	project	are	as	follows:
-1	THE	actuar	MOMETHINGCION		~ <u>_</u>	0110	P201000	<b>~</b> _ <b>~</b>		-02-01.21

	PROJECT LA48P040903 91	PROJECT LA489040904 92
Funds Approved	\$381,683.00	\$426,424.00
Funds Expended	381,683.00	426,424.00
Excess of Funds Approved	0.00	0.00
FUNDS ADVANCED		
HUD	381,683.00	426,424.00
Funds Expended	381,683.00	426,424.00
Excess of Funds Advanced	0.00	0.00

- 1. The distribution of costs by project as shown on the Final Statements of Modernization Cost dated 1-30-96 accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
- 2. All modernization costs have been paid and all related liabilities have been discharged through payment.
- 3. Although the PHA's general ledger does not agree with the above reported amounts, HUD in New Orleans has agreed for this firm to certify the close outs and for the PHA to reconcile the differences and either absorb any overall overspending by operating funds or by shifting them to subsequent MOD programs.

	PROJECT	PROJECT	PROJECT
	LA48P040903 91 L	A489040904 92	1993
on semi-ar	394,440.97 381,683.00 12,757.97 is not closed out nual reports due H	HUD.	347,949.35 *351,298.89 (3,349.54) is reported

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INDEPENDENT AUDITORS' REPORT ON THE INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS

BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE
ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996.

I conducted my audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the PHA is responsible for establishing and maintaining an internal control structure. In fulfilling that 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 safequarded 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 accounting principles prescribed by HUD. 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 my audit of the general purpose financial statements of the PHA, for the year ended March 31, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

I noted certain matters involving the internal control structure and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgement, could adversely affect the PHA's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Because of the relatively small number of employees, the general cashier function is not segregated from the subsidiary ledger function, checks are prepared by employees who are not independent of voucher/invoice approval, the purchase function is not performed by personnel independent of receiving and disbursing functions, persons preparing payroll are not independent of other payroll duties, and detail records of fixed assets are not maintained by personnel independent of the general ledger, cash or capital expenditure authorizing functions.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, I believe none of the reportable conditions described above is a material weakness.

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

June 10, 1996

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### INDEPENDENT AUDITORS' REPORT ON THE INTERNAL CONTROL STRUCTURE USED IN ADMINISTERING FEDERAL FINANCIAL ASSISTANCE

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996. I have also audited the compliance of the PHA, with requirements applicable to major federal financial assistance programs and have issued my report thereon dated June 10, 1996.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; the Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement and about whether the PHA complied with laws and regulations, noncompliance with which would be material to a major federal financial assistance program.

In planning and performing my audit for the year ended March 31, 1996, I considered the internal control structure of the PHA, in order to determine my auditing procedures for the purpose of expressing my opinions on the general purpose financial statements of the PHA, and on the compliance of the PHA with requirements applicable to major programs and to report on the internal control structure in accordance with OMB Circular A-128. This report addresses my consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. I have addressed internal control policies and procedures relative to my audit of the general purpose financial statements in a separate report dated June 10, 1996.

The management of the PHA is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to asses 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 safequarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with HUD accepted accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, 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, I have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

### ACCOUNTING CONTROLS:

REVENUES
RECEIVABLES
PURCHASING
INVESTMENTS
DISBURSEMENTS
PAYROLL
BUDGETARY CONTROL

### ADMINISTRATIVE CONTROLS:

GENERAL REQUIREMENTS
POLITICAL ACTIVITY
DAVIS-BACON ACT
CIVIL RIGHTS
CASH MANAGEMENT
RELOCATION ASSISTANCE & REAL
PROPERTY ACQUISITION
FEDERAL FINANCIAL REPORTS
ALLOWABLE COSTS/ COST
PRINCIPLES
DRUG FREE WORKPLACE ACT
ADMINISTRATIVE REQUIREMENTS

SPECIFIC REQUIREMENTS
ELIGIBILITY
REPORTING
SPECIAL TESTS & PROVISIONS
TYPES OF SERVICES

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

During the year ended March 31, 1996 the PHA expended 72% of its total federal financial assistance financial under major federal financial assistance programs.

I performed tests of controls, as required by OMB A-128, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that I considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to each of the PHA's major federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance. My procedures were less in scope than would be necessary to render an opinion on internal control structure policy and procedures. Accordingly, I do not express such an opinion.

I noted certain matters involving the internal control structure and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgement, could adversely affect the organization's ability to administer Federal financial assistance programs is accordance with applicable laws and regulations.

Because of the relatively small number of employees, the general cashier function is not segregated from the subsidiary ledger function, checks are prepared by employees who are not independent of voucher/invoice approval, the purchase function is not performed by personnel independent of receiving and disbursing functions, persons preparing payroll are not independent of other payroll duties, and detail records of fixed assets are not maintained by personnel independent of the general ledger, cash or capital expenditure authorizing functions.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations 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.

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### INDEPENDENT AUDITORS REPORT ON COMPLIANCE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996.

I conducted my audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that I 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 PHA is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the PHA's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under <u>Government Auditing</u> <u>Standards</u>.

This report is intended for the information of the audit committee, management, and HUD and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

June 10, 1996

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### INDEPENDENT AUDITORS' OPINION ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996.

I have also audited the PHA's compliance with the requirements governing types of services allowed or unallowed; eligibility, or matching or level of effort; reporting; rent limitations; annual rent adjustments; annual unit inspections; contracts prohibiting the use of lead based paint; procurement actions; analysis of general fund cash; operating subsidy eligibility and claims for advances and reimbursements that are applicable to its major Federal financial assistance programs, which are identified in the accompanying schedule of Federal financial assistance, for the year ended March 31, 1996. The management of the PHA is responsible for the PHA's compliance with these requirements. My responsibility is to express an opinion on compliance with these requirements based on my audit.

I conducted my audit of compliance with these requirements in accordance with generally acceptable auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular a-128, "Audits of State and Local Governments." Those standards and OMB Circular a-128 require that I 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 PHA's compliance with those requirements. I believe that our audit provides a reasonable basis for my opinion.

In my opinion, the Housing Authority of The Town of St. Martinville complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching or level of effort; reporting; rent limitations; annual rent adjustments; annual unit inspection; contracts prohibiting the use of lead-based paint; procurement actions; analysis of general fund cash; operating subsidy eligibility; and claims for advances and reimbursements that are applicable to its major Federal financial assistance programs for the year ended March 31, 1996.

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

William Daniel McCaskill, CPA
A Professional Accounting Corporation

June 10, 1996

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

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996.

In connection with my audit of the general purpose financial statements of the PHA, and with my consideration of the PHA's control systems used to administer federal financial assistance programs, as required by OMB A-128, "Audits of State and Local Governments," I selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended March 31, 1996. As required by OMB A-128, I have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; reporting; rent limitations; annual rent adjustments; annual unit inspections; contracts prohibiting the use of lead based paint; procurement actions; analysis of general fund cash; operating subsidy eligibility and claims for advances and reimbursements that are applicable to these transactions. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the PHA's compliance with these requirements. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of these procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that the PHA had not complied, in all material respects, with those requirements. However, if the results of my procedures disclosed immaterial instances of noncompliance with those requirements, they are described in the accompanying schedule of findings and questioned costs and/or the accompanying Management Letter.

This report is intended for the information of the audit committee, management, and HUD. This restriction is not intended to limit the distribution of this report, which is a matter of public record. June 10, 1996

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

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996.

I have applied procedures to test the PHA's compliance with the following requirements applicable to each of its financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended March 31, 1996.

Political Activity
Davis-Bacon Act
Civil Rights
Cash Management
Relocation Assistance and

Federal Financial Report
Allowable Costs/ Cost
Principles
Drug Free Workplace Act
Administrative Requirements

Real Property Acquisition
My procedures were limited to the applicable procedures described in the OMB's Compliance Supplement for Single Audits of State and Local Govts. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the PHA's compliance with the requirements listed in the preceding paragraph. Accordingly, I 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 my attention that caused me to believe that the PHA had not complied, in all material respects, with those requirements. However, if as of the results of my procedures there were disclosed immaterial instances of noncompliance with those requirements, I described them in the accompanying schedule of findings and questioned costs and/or the accompanying Management Letter.

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

June 10, 1996

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### INDEPENDENT AUDITORS' REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA), as of and for the year ended March 31, 1996, and have issued my report thereon dated June 10, 1996. These financial statements are the responsibility of the PHA's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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. I believe that our audit provides a reasonable basis for my opinion.

My audit was made for the purpose of forming an opinion on the financial statements of the Housing Authority of The Town of St. Martinville 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 financial statements and, in my opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

William Daniel McCaskill, CPA
A Professional Accounting Corporation

June 10, 1996

THE HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA

### STATUS OF PRIOR AUDIT FINDINGS

There were no findings in the prior audit.

### CURRENT FINDINGS AND RECOMMENDATIONS

There are no current findings in this audit.

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 Schedule of Adjusting Journal Entries Annual Contributions Contract FW-1283 March 31, 1996

Account

Number Description Debit Credit

(1)

1162.00 General Fund Investments 1,914.06

6010.00 Prior Year Adjustments Affecting Residual Receipts

1,914.06

To balance the general ledger General Fund Investments with actual amounts.

(2)

6010.00 Prior Year Adjustments Affecting

Residual Receipts 203.62

1129.00 Accounts Receivable -- Other

203.62

To zero out an old, unidentifyable amount in account 1129.

(3)

1128.00 Deposits Over/Under 208.87

6010.00 Prior Year Adjustments Affecting Residual Receipts

208.87

To zero out the accumulated balance of the 1128 account.

(4)

2845.00 HUD Modernization Grants 438.08

6010.00 Prior Year Adjustments Affecting Residual Receipts

438.08

To correctly reclassify monies received from the sale of surplus property. The PHA booked this to HUD Grants.

see noted to financial statements

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### MANAGEMENT LETTER

The Public Housing Authority (PHA) has a dangerously low operating reserve level. Not only is it extremely difficult for the PHA to budget reasonably without going into a deficit, but future additional cutbacks by HUD are a certainty. During the current fiscal year, HUD funding is 89% of normal. Additionally, the PHA may have to dip into it's operating reserves to cover construction overruns in it's modernization program from a previous administration. PHA's do go bankrupt and that could happen in this case. I suggest that the PHA approach the Town and ask for a waiver of Payments in Lieu of Taxes for an indefinite time until the PHA's operating reserve levels reach a minimally comfortable level.

Additionally, I suggest that the PHA confer with it's fee accountant and work on additional methods of cost cutting and revenue increasing to keep it solvent.

It is noted that the PHA's Modernization records as kept in the general ledger do not agree with the reports filed to HUD. Please see Schedule VI for more detail on this matter. When the PHA staff reconciles the figures, there may be amounts charged to it's operating budget to cover cost overruns which it was not aware of.

It is noted that the PHA did not achieve it's budgeted income amount. That is largely due to the scheduling of Modernization completing a disproportionate number of 1 bedroom apartments which are not in high demand. Additionally, the PHA overran 2 expense budget items because the PHA had to work it's maintenance department more than expected to turn over units.

It is noted that a physical inspection of the exterior of PHA owned property disclosed that the property is kept in extremely good condition.

William Daniel McCaskill, CPA A Professional Accounting Corporation

June 10, 1996

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## HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA

# GENERAL PURPOSE FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS REPORTS AS OF AND FOR THE YEAR ENDED MARCH 31, 1996 WITH SUPPLEMENTAL INFORMATION SCHEDULES

under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reversed, 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 SEP 0 4 1986

WILLIAM DANIEL MCCASKILL , CPA
A Professional Accounting Corporation
613 SEVENTH AVENUE EAST

COVINGTON, LOUISIANA 70433

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A PROFESSIONAL ACCOUNTING CORPORATION

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### INDEPENDENT AUDITORS' REPORT

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA 70582

I have audited the accompanying general purpose financial statements of the Housing Authority of The Town of St. Martinville (PHA) as of and for the year ended March 31, 1996, as listed in the forgoing table of contents. These general purpose financial statements are the responsibility of the PHA's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards; <u>Government Auditing Standards</u>, issued by the U S Comptroller General, and provisions of the Office of Management and Budget (OMB), Circular A-128, <u>Audits of State and Local Governments</u>. Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatements. 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of The Town of St. Martinville as of March 31, 1996, and the results of its operations and changes in its surplus for the year then ended, in conformity with generally accepted accounting principles.

In accordance with <u>Government Auditing Standards</u>, I have also issued a report dated June 10, 1996 on my consideration of the PHA's internal control structure and a report dated June 10, 1996 on its compliance with laws and regulations.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information listed as supporting schedules in the table of contents is presented for the purposes of additional analysis and is not a required part of the financial statements of the Housing Authority of The Town of St. Martinville. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and , in my opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole. The accompanying supplemental information is identified as:

A. Supplemental Information Schedules--GAAP basis has been subjected to the procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

B. Supplemental Information Schedules--Regulatory basis, which is an Other Comprehensive Basis of Accounting, has been subjected to the procedures applied in the audit of the general purpose financial statements and, in my opinion, except for the following differences, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole:

	GAAP BASIS	REGULATORY BASIS
Financial Statement Presentation		
Fund Accounting Facilities Acquisition	Used	Not Used
and Construction Routine Prior Year	Expenditure	Capitalized
Adjustments	Beginning Fund Balance Adjustment	Current Expenditure or Receipt
Receipts from	_	
Federal Source	Revenue	Credited to Surplus
Basis of Accounting		
Federal Grants for Capital Projects	Modified Accrual	Cash
Interest Expense	Modified Accrual	Accrual
Loss on Disposition Of Equipment	Modified Accrual	Accrual

This report is intended solely for the information and use of the Board of Commissioners of the PHA, and for filing with the Department of HUD and should not be used for any other purpose.

William Daniel McCaskill, CPA A Professional Accounting Corporation

June 10, 1996

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 ALL FUND TYPES AND ACCOUNT GROUPS COMBINED BALANCE SHEET AS OF MARCH 31, 1996

	3A05********	RIMENTAL FUN	######################################	##	Piduciary		***	
ASSETS AND OTHER DEBITS	General	Special Revenue	Service	Capital Projects	runds Agency	General Fixed	ာဋ	Total (Memorandum
Cash and Cash Equivalents	rund 22,285,98	Fund 0,00	rund 0.00	50 0	Funds 11, 100, 00	ωo.	igations 0.0	ან 
Receivables Interfind Bossivables	569.83	•	<b>ب</b> د	o c	6			,241.9
Prepaid Insurance	000	300	30.0	000	38 38	0.0	00.0	000
Other	0.00			ب	• •	; o	90	5,297.6
Land, Structures & Equipment Other Debits:	0.00	0.00	o.	0.00	•	3,489,048.63	Ç	œ
Amount Available in Debt Service Funds	0.00	0.00	00.0	0.00	0.00	0.00	00.00	00.0
of General Long Term Obligations	0.00	0.00	0.00	00.0	00.00	0.00	1,105,062.63	1,105,062.63
TOTAL ASSETS AND OTHER DEBITS	\$22,855.81	\$0.00	\$72,672.13	(\$5,297.64)	\$11,100.00	\$3,489,048.63	\$1,105,062.63	\$4,695,441.56
LIABILITIES, EQUITY AND OTHER CREDITS			#   	[  [          				
Accounts Payable	9,146.19	•	o,	0	•	0.0	Ç	146.1
Intertund Payables	$\circ$	-	0.	o,	ö	•	0	0.0
Deferred Revenues	36.0	36	<u>,</u> c	<u> </u>	11,100.00		oʻc	o, c
Compensated Absenses Payable	00.0		9	. 0			740.4	740.4
Notes & Bonds Payable Total Liabilities	0.00 \$9.146.19	8.8	0.00 0.00	20.00		9.0 8.09	398	386
Equity & Other Credits		:   ,			• •	· •		100010911
Investment in General Fixed Assets Fund Balances:	0.00	0.00	0.00	0.00	0.00	3,489,048.62	00.00	3,489,048.62
Reserved for Other	0.00	88	0.0	-	-	0.0	0.00	က္ခဲ့
Unreserved & Undestanted	700,0	-	0.0		-	-	٠, د	
Total Equity & Other Credits	200	- +	72,672.	ئمة	\$0.00\$	3,489,04	\$0.00	\$3,570,132.74
AND OTHER CREDIT'S	\$22,855.81	\$0.00\$	72,672.13	(\$5,297.64)\$	\$11,100.00 \$	3,489,048.63	\$1,105,062.63	\$4,695,441.56

see notes to financial statements

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE YEAR ENDED MARCH 31, 1996

		Special	Debt	90	Total
REVENUES Local Compact	General Fund	Revenue	Service	Projects Pind	<b>[2</b> ]
Dvelling Rental	162,935.00	0.00		0.00 0.00	162,935.00
Receipts from the Sale of Equipment	00.0	8 8			7 200
Viner Federal Sources:	/•acn/	0.00	00.00	0.0	/.acn/o
Operating Subsidy Annual Contributions	87,221.00	0.00	72,672.13	0.0	\$23
Grants Total Revenues	260,325.77	0.00	72,672.13	401,544.70	1,544./ 4,542.6
EXPENDITURES					
Administration	8,790.0	-	0.0	0.0	8,790.0
Ordinary Maintenance & Operations	81,981,58	388	388	900	81,981,58
Frocective services General Expenditures	849.2		500	jo.	5 6. C
Nonroutine Maintenance Bousing Assistance Payments	30.0	• •	20	200	0.0
Facilitiés Acquisition & Construction Pobt Sorvice:	o.	-	<u> </u>	م	٥.
Principal Retirement Interest & Bank Charges			24,534.76		24,534.76
Total Expenditures	287,186.02	0.00	2,672.1	400,657.93	,516.0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(26,860.25)	0.00	0.00	886.77	(25,973.48)
Operating Transfers In		-			0.0
	0.0		-	0,5	
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXP. AND OTHER USES. FUND BALANCES AT BEGINNING OF YEAR.	(47.008, 44)	388	303		(4,004,44)
FUND BALANCES AT END OF YEAR see notes to financial statements	855%    	• IF	- 11	·	6,176,8 =====

Housing Authority of the Town of St. Martinville St. Martinville, LA 70582 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-BUDGET VS. ACTUAL GENERAL FUND FOR THE YEAR ENDED DECEMBER 31, 1995

****	Favorable 210,890.00 162,935.00 (47,955.00) 2,390.00 2,133.05 (256.95)	6,200.00 8,036.72 1,836.72	87,221.00 87,221.00 0.00	.00 260,325.77 (46,375.2	.00 58,790.01 3,639.9 .00 74,837.14 6,192.8	2,830.00 81,981.58 (9,151.5 0.00 0.00 0.00 0.00	84,120.00 68,849.29 15,270.71 0.00 2,500.00 (2,500.00)	£	307,910.00 287,186.02 20,723.98	(1,209.00) (26,860.25)(25,651.25)	0.00 0.00 0.00 0.00 0.00 (1,209.00) (26,860.25)(25,651.25) (4,004.44) (4,004.44) (4,004.44) (25,651.25)
	REVENUES Local Sources: Dwelling Rental Interest Charges Possints from the cale of Francisment	other Courses.	Operating Subsidy Annual Contributions	Frants Total Revenues EXPENDITURES	Current: Administration Utilities	Ordinary Maintenance & Operations Protective Services	General Expenditures Nonroutine Maintenance	Rousing Assistance Payments Facilities Acquisition & Construction Nobel Service:	Principal Retirement Interest & Bank Charges Total Expenditures	EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES OTHER PINANCING SOURCES (USES) Operating Transfers In Operating Transfers In	NET EXCESS (DEFICIENCY) OF REVENUES FUND BALANCES AT END OF YEAR

see notes to financial statements

THE HOUSING AUTHORITY OF THE TOWN OF ST. MARTINVILLE ST. MARTINVILLE, LOUISIANA NOTES TO THE FINANCIAL STATEMENTS

Housing Authorities are chartered as a public corporation under the laws (LSA-RS 40:391) of the State of Louisiana for the purpose of providing safe and sanitary dwelling accommodations for the residents of St. Martinville, Louisiana. This creation was contingent upon the local governing body of the city or parish. The PHA is governed by a five member Board of Commissioners. The members, appointed by the Mayor of St. Martinville, Louisiana, serve a four year staggered term.

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

The PHA has the following programs under management:

PHA Owned Housing

ACC Number Number of Units FW-1283 123

NOTE 1-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

### A. BASIS OF PRESENTATION

The accompanying financial statements of the PHA have been prepared in conformity with GAAP as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

### B. REPORTING ENTITY

GASB Statement Number 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the PHA is legally separate and fiscally independent by being solely accountable for fiscal matters, including (1) budget authority, (2) responsibility for funding deficits and operating deficiencies, (3) fiscal management for controlling the collection and disbursement of funds, (4) authority to issue debt, the PHA is a separate governmental reporting entity. The PHA includes all funds, account groups, activities that are within the oversight responsibility of the PHA.

Certain units of local government over which the PHA exercised no oversight responsibility, such as the school boards, parish police jury, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate entities and issue financial statements separate from those of the PHA.

### C. FUND ACCOUNTING

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

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

Funds of the PHA are classified int three categories: governmental and fiduciary. In turn, each category is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental funds--Governmental funds account for all or most of the PHA's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition of construction of general fixed assets, and the servicing of general long term debt. Governmental funds include:

- 1. General Fund--the general operating fund of the PHA accounts for all financial resources, except those required to be accounted for in other funds.
- 2. Debt Service Fund--accounts for transactions relating to resources retained and used for the payment of principal and interest on those long term obligations recorded in the general long term obligations account group.
- 3. Capital Projects Funds--account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

<u>Fiduciary Funds</u>--Fiduciary funds account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the PHA. Fiduciary funds include:

1. Tenant Security Deposits -- accounts for assets held by the PHA as an agent for the individual residents. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

#### D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating Statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting os used by all governmental funds and agency funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues -- Federal entitlements are recorded as unrestricted grants in-aid when available and measurable. Federal restricted grants are recorded when the reimbursable expenditures have been incurred.

Rental income is recorded in the month earned.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available. Interest income on interest bearing demand deposits is recorded each month when credited by the bank to the account.

Substantially all other revenues are recorded when they become available to the PHA.

Expenditures -- Salaries are recorded as expenditures when paid.

Purchases of various operating supplies are recorded as expenditures in the accounting period they are purchased.

Compensated absences are recognized as expenditures when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the general long term obligations account group.

Principal and interest on general long term debt are recognized when due.

Substantially all other expenditure are recognized when the related fund liability has been incurred.