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**VILLAGE OF QUITMAN  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1983**

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 SEP 04 1984

VILLAGE OF QUITMAN  
GENERAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1995

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**WILLIAM D. EDWARDS**

*Certified Public Accountant*  
*A Professional Accounting Corporation*  
Member: AICPA / Society of CPAs

April 5, 1996

To the Board of Aldermen  
Village of Quiana  
Quiana, Louisiana

I have compiled the accompanying general purpose financial statements of the Village of Quiana as of December 31, 1995, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*William D. Edwards*

Monroe, Louisiana  
February 2, 1996

**VILLAGE OF GUTTMAN**  
**COMBINED BALANCE SHEETS - ALL FUND TYPES AND ACCOUNT GROUPS**  
**DECEMBER 31, 1995**

|                                    | Governmental<br>Fund<br>Type | Proprietary<br>Fund<br>Type | (MAY<br>ONLY)<br>Total<br>All<br>Types |
|------------------------------------|------------------------------|-----------------------------|----------------------------------------|
|                                    | General                      | Water                       |                                        |
| <b>ASSETS</b>                      |                              |                             |                                        |
| <b>CURRENT ASSETS</b>              |                              |                             |                                        |
| Cash and Cash Equivalents          | \$ 64,736                    | \$ 60,654                   | \$ 125,390                             |
| Accounts Receivable                |                              | 2,791                       | 2,791                                  |
| Interfund Receivables              | 1,582                        |                             | 1,582                                  |
| Inventory                          |                              | 3,452                       | 3,452                                  |
| Total Current Assets               | <u>66,318</u>                | <u>66,897</u>               | <u>133,215</u>                         |
| <b>RESTRICTED ASSETS</b>           |                              |                             |                                        |
| Cash - Motor Deposits              |                              | 3,320                       | 3,320                                  |
| Total Restricted Assets            |                              | <u>3,320</u>                | <u>3,320</u>                           |
| <b>FIXED ASSETS</b>                |                              |                             |                                        |
| Plant, Property and Equipment      |                              | 857,267                     | 857,267                                |
| Accumulated Depreciation           |                              | (167,485)                   | (167,485)                              |
| Total Fixed Assets                 |                              | <u>689,782</u>              | <u>689,782</u>                         |
| <b>TOTAL ASSETS</b>                | <u>\$ 66,318</u>             | <u>\$ 760,019</u>           | <u>\$ 826,217</u>                      |
| <b>LIABILITIES AND FUND EQUITY</b> |                              |                             |                                        |
| <b>CURRENT LIABILITIES</b>         |                              |                             |                                        |
| Accounts Payable                   | \$ 827                       | \$ 1,618                    | \$ 2,045                               |
| Sales Tax Payable                  |                              | 169                         | 169                                    |
| Interfund Payable                  |                              | 1,582                       | 1,582                                  |
| Customer Deposits Payable          |                              | 3,320                       | 3,320                                  |
| Total Liabilities                  | <u>827</u>                   | <u>6,499</u>                | <u>7,036</u>                           |

(Continued)

The accompanying notes are an integral part of these financial statements.

VILLAGE OF QUITMAN  
 COMBINED BALANCE SHEETS - ALL FUND TYPES AND ACCOUNT GROUPS  
 DECEMBER 31, 1995

|                                              | Governmental<br>Fund<br>Type<br><br>General | Proprietary<br>Fund<br>Type<br><br>Water | (MEMO<br>ONLY)<br>Total<br>All<br>Types |
|----------------------------------------------|---------------------------------------------|------------------------------------------|-----------------------------------------|
| <b>FUND EQUITY</b>                           |                                             |                                          |                                         |
| Retained Earnings:                           |                                             |                                          |                                         |
| Unreserved                                   |                                             | (11,968)                                 | (11,968)                                |
| Fund Balance:                                |                                             |                                          |                                         |
| Unreserved - Undesignated                    | 64,119                                      |                                          | 64,119                                  |
| Committed                                    | 1,432                                       | 765,578                                  | 767,010                                 |
| Total Fund Equity                            | <u>65,551</u>                               | <u>753,610</u>                           | <u>819,161</u>                          |
| <b>TOTAL LIABILITIES<br/>AND FUND EQUITY</b> | <b>\$ 66,218</b>                            | <b>760,019</b>                           | <b>826,237</b>                          |

(Continued)

The accompanying notes are an integral part of these financial statements.

VILLAGE OF QUITMAN  
 STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCE GOVERNMENTAL FUND  
 FOR THE YEAR ENDED DECEMBER 31, 1995

|                                     | <u>Amount</u> |
|-------------------------------------|---------------|
| <b>Revenues</b>                     |               |
| Occupational License                | \$ 16,300     |
| Tobacco Tax                         | 876           |
| Franchise Fee                       | 2,787         |
| License                             | 1,843         |
| Interest Earned                     | 1,620         |
| Other Revenues                      | 65            |
| Total Revenues                      | \$ 23,691     |
| <b>Expenditures</b>                 |               |
| Accounting                          | 425           |
| Audit                               | 1,200         |
| Utilities                           | 4,803         |
| Insurance                           | 50            |
| Janitorial                          | 180           |
| Elected Officials - Per Diem        | 4,200         |
| Office                              | 490           |
| Town Clerk                          | 1,680         |
| Telephone                           | 491           |
| Legal and Advertising               | 367           |
| Park Expenses                       | 273           |
| Fire Hydrant                        | 120           |
| Marshal Fees                        | 240           |
| Outside Services                    | 1,862         |
| Total Expenditures                  | \$ 19,257     |
| Excess of Revenue Over Expenditures | 7,434         |
| Fund Balance at Beginning of Year   | \$ 38,357     |
| <b>FUND BALANCE AT END OF YEAR</b>  | <b>65,591</b> |

The accompanying notes are an integral part of these financial statements.

VILLAGE OF QUITMAN  
 STATEMENT OF REVENUE, EXPENDITURES AND  
 CHANGES IN RETAINED EARNINGS PROPRIETARY FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 1995

|                                         | <u>Water<br/>Fund</u> |
|-----------------------------------------|-----------------------|
| Operating Revenues                      |                       |
| Water Sales                             | \$ 17,403             |
| Sewer Fees                              | 11,940                |
| Miscellaneous Fees                      | 1,116                 |
| Total Operating Revenues                | <u>\$ 29,579</u>      |
| Operating Expenses                      |                       |
| Fuel                                    | 1,200                 |
| Auto                                    | 1,100                 |
| Depreciation                            | 25,265                |
| Insurance                               | 2,622                 |
| Office Supplies & Expense               | 1,278                 |
| Repairs & Maintenance                   | 7,673                 |
| Compensation                            | 1,918                 |
| Utilities                               | 8,451                 |
| Chemical Supplies and Testing           | 2,887                 |
| General Supplies                        | 1,664                 |
| Total Operating Expenses                | <u>\$ 58,018</u>      |
| Operating Loss                          | <u>(28,439)</u>       |
| Nonoperating Revenue<br>(Expense)       |                       |
| Interest Income                         | \$ 1,383              |
| Total Nonoperating<br>Revenue (Expense) | <u>(1,383)</u>        |
| Net Income (Loss)                       | <u>(27,056)</u>       |
| Beginning Retained Earnings             | \$ 10,888             |
| Ending Retained Earnings - Deficit      | <u>\$ (11,968)</u>    |

The accompanying notes are an integral part of these financial statements.

VILLAGE OF QUITMAN  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUND  
FOR THE YEAR ENDED DECEMBER 31, 1995

|                                                                                        |               |                  |
|----------------------------------------------------------------------------------------|---------------|------------------|
| <b>Cash Flows From Operating Activities</b>                                            |               |                  |
| Operating Loss                                                                         |               | \$ (24,400)      |
| Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities |               |                  |
| Depreciation                                                                           | 29,203        |                  |
| Increase in Accounts Receivable                                                        | (100)         |                  |
| Decrease in Prepaid Expenses                                                           | 1             |                  |
| Decrease in Accounts Payable                                                           | (757)         |                  |
| Increase in Customer Deposits                                                          | 190           |                  |
| Increase in Sales Tax Payable                                                          | 169           |                  |
| Increase in Interest Payable                                                           | <u>1,582</u>  |                  |
|                                                                                        |               | <u>26,231</u>    |
| Net Cash Provided by Operations                                                        |               | 1,782            |
| <b>Cash Flows From Capital and Related Financing Activities</b>                        |               |                  |
| Sewer System Improvements                                                              | (15,000)      |                  |
| Operating Transfer                                                                     | <u>15,000</u> |                  |
| Net Cash Used by Financing Activities                                                  |               | 0-               |
| <b>Cash Flows From Investing Activities</b>                                            |               |                  |
| Interest Income                                                                        | <u>1,583</u>  |                  |
| Net Cash Provided From Investing Activities                                            |               | <u>1,583</u>     |
| Net Increase in Cash                                                                   |               | 3,375            |
| Cash at Beginning of Year - All Accounts                                               |               | <u>60,509</u>    |
| Cash at End of Year - All Accounts                                                     |               | <u>\$ 63,884</u> |

CASH SHOWN ON BALANCE SHEET

|                       |              |                  |
|-----------------------|--------------|------------------|
| <b>Current Assets</b> |              |                  |
| Cash - Operating      | \$ 60,654    |                  |
| Cash - Restricted     | <u>3,230</u> |                  |
|                       |              | <u>\$ 63,884</u> |

The accompanying notes are an integral part of these financial statements.



VILLAGE OF QUINSMAN  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 1995

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**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Village of Quinsman was incorporated in 1903 under the provisions of the Louisiana Act and operates under a Mayor-Board of Aldermen form of government. The Village provides the following services to its residents: public safety (police), highways and streets; water facilities through the utility fund, culture/recreation, and general administrative services.

The accounting and reporting practices of the Village of Quinsman conform to generally accepted accounting principles. The Governmental Accounting Standards Board prescribes general accepted accounting principles for governments. The Village's accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:517 and to the guides set forth in the "Louisiana Municipal Audit and Accounting Guide".

The following is a summary of certain significant accounting policies:

**A. FINANCIAL REPORTING ENTITY**

This report includes all funds and account groups which are controlled by the Village executive and legislative branches (the Mayor and Board of Aldermen). Control by an independent or the Village was determined on the basis of voting authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibilities.

**B. FUND ACCOUNTING**

The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are grouped, in the financial statements in the report, into four generic fund types and two broad fund categories as follows:

**Governmental Fund Types**

**General Fund** - The General Fund is the general operating fund of the Village. Its accounts for all financial resources except those required to be accounted for in another fund.

**Capital Projects Fund** - The Capital Projects Fund accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

**Debt Service Fund** - The Debt Service Fund accounts for the accumulation of resources for and the payment of, general long-term debt principal, interest, and related costs.

VILLAGE OF QUITMAN  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1995

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**Proprietary Fund Type - Enterprise Fund**

The Enterprise Fund accounts for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The Utility Fund is the Village's only proprietary fund type.

**4. 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 fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

Account groups establish accounting, control and accountability for the Village's general fixed assets and the unamortized principal on its general long-term debt. These account groups are not funds - they do not reflect available financial resources and related liabilities - but are accounting records of general fixed assets and general long-term debt, respectively, and contain associated information.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund types when purchased. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems are not capitalized with other general fixed assets. Depreciation has not been provided on general fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated value on the date donated.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group. The Village has no long-term debt at December 31, 1995.

The Proprietary Fund Type - Enterprise Fund is accounted for on a cost of services or "capital maintenance" measurement focus, and all liabilities (whether current or non-current) associated with its activity are included on its balance sheets.

VILLAGE OF QUITMAN  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1995

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**C. FIXED ASSETS AND LONG-TERM LIABILITIES (CONTINUED)**

Depreciation of all exhaustible fixed assets used by the Proprietary Fund Type - Enterprise Fund is charged as an expense against its operations. Depreciation has been provided over the estimated useful lives using the straight - line method. The estimated useful lives are as follows:

|              |            |
|--------------|------------|
| Improvements | 13 years   |
| Equipment    | 3-10 years |

**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 related to the timing of the measurements made, regardless of the measurement basis applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Other intergovernmental revenues are recognized when in the hands of the collecting governments.

For governmental fund types the expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on long-term debt is recognized when it becomes due for payment.

The proprietary fund type - enterprise fund is accounted for using the accrual basis of accounting. The revenues are recognized when they are incurred.

**E. BAD DEBTS**

The accounts receivable balances as of December 31, 1994 are thought to be collectible, thus no provision for uncollectible accounts has been made in these statements.

**F. ACCUMULATED UNPAID VACATION**

The Village's obligation for employee's rights to receive compensation for future absences such as vacation was not determined as of December 31, 1995, and thus, is not recognized in the accompanying financial statements. The amounts are not considered significant and would have an immaterial effect on the accompanying financial statements.

VILLAGE OF QUITMAN  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 FOR THE YEAR ENDED DECEMBER 31, 1995

**G. TOTAL COLUMNS ON COMBINED STATEMENTS**

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation insofar as adjustments have not been made in the aggregation of this data.

**NOTE 2: CASH DEPOSITS WITH FINANCIAL INSTITUTIONS**

The Village's cash accounts at December 31, 1995, are categorized below to give an indication of the level of risk assumed by the Village at year end. Category 1 includes cash that is insured. Category 2 includes uninsured and unregistered cash and investments, with securities held by the counter party's trust department or agent in the Village's name. Category 3 includes uninsured and unregistered cash and investments, with securities held by the counter party or by its trust department or agent but not in the Village's name. In accordance with GASB 3, this category includes certificate of deposits or money market accounts that are collateralized with securities held by the pledging financial institutions or by its trust department or agent but not in the Village's name, although balances so collateralized meet the requirements of state law.

|              | -----Category----- |           |   | Bank<br>Balance | Market<br>Value |
|--------------|--------------------|-----------|---|-----------------|-----------------|
|              | 1                  | 2         | 3 |                 |                 |
| Cash in Bank | \$ 108,890         | \$ 50,872 |   | \$ 159,762      | \$ 159,762      |

**NOTE 3: RESTRICTED ASSETS**

Restricted assets are comprised of cash in a trust fund of \$2,350, on December 31, 1995 in the Proprietary Fund - Enterprise for the repayment of customer deposits when needed.

**NOTE 4: INTERFUND RECEIVABLES, PAYABLE**

The Village decided to treat amounts owed by the proprietary fund to the general fund as a transfer of equity. The amount transfer was \$21,598. At December 31, 1995, there was no debts between funds.

VILLAGE OF QUITMAN  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 FOR THE YEAR ENDED DECEMBER 31, 1995

**NOTE 5: CHANGES IN FIXED ASSETS**

A summary of changes in general fixed assets follows:

|                            | Land      | Building  | Equipment | Total     |
|----------------------------|-----------|-----------|-----------|-----------|
| Balance, December 31, 1994 | \$ 13,000 | \$ 20,434 | \$ 19,642 | \$ 53,116 |
| Additions:                 | 0-        | 0-        | 0-        | 0-        |
| Sales or Retirements:      | 0-        | 0-        | 0-        | 0-        |
| Balance, December 31, 1995 | \$ 13,000 | \$ 20,434 | \$ 19,642 | \$ 53,116 |

A summary of the changes in proprietary fund type enterprise fixed assets follows:

|                          | Dec. 31, 1994 | Additions  | Deletions | Dec. 31, 1995 |
|--------------------------|---------------|------------|-----------|---------------|
| Water System             | 88,373        |            |           | 88,373        |
| Sewer System             | 790,000       |            |           | 790,000       |
| Sewer System Improvement |               | 15,000     |           | 15,000        |
| Office Equipment         | 3,924         |            |           | 3,924         |
|                          | 842,297       | 15,000     | 0-        | 857,297       |
| Accumulated Depreciation | (142,200)     | (23,265)   |           | (165,465)     |
| Net Fixed Assets         | \$ 700,097    | \$ (8,265) | 0-        | 691,832       |

Depreciation expense for the year ended December 31, 1995 is \$25,265.

There were no additions to proprietary fixed assets during the year ended December 31, 1995.

VILLAGE OF QUITMAN  
NOTES TO FINANCIAL STATEMENTS (CONCLUDED)  
FOR THE YEAR ENDED DECEMBER 31, 1995

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**NOTE 6: CHANGES IN LONG-TERM DEBT**

The Village of Quitman has no long-term debt transactions for the year ended December 31, 1995.

**NOTE 7: COMMITMENTS AND CONTINGENT LIABILITIES**

At December 31, 1995, the Village of Quitman had no litigation pending against them. Amounts received are receivable from grantor agencies in previous years are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, could become liability of the general fund or other applicable funds.

**NOTE 8: PER DIEM PAYMENTS TO MAYOR & ALDERMEN**

|                      |                |
|----------------------|----------------|
| Mr. Deloy Warren     | \$1500         |
| Mr. Stewart McMillan | 900            |
| Mr. Loyell Brown     | 900            |
| Ms. Sylvia Connor    | 900            |
| Total                | <u>\$4,200</u> |

**DON M. MCGHEE**

Of Professional Accounting Corporation  
P.O. Box 1344  
804 North Thomsen  
Kenner, Louisiana 71279-1344

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Honorable Deloy E. Warren, Mayor  
and Village Aldermen  
Village of Quilman  
P.O. Box 35  
Quilman, Louisiana 71268

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the mayor and board of aldermen of the Village of Quilman and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Quilman's compliance with certain laws and regulations during the year ended December 31, 1995 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purposes for which this report has been requested or for any other purpose.

**Public Bid Law**

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-PS 58:2211 - 2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000, or public works exceeding \$50,000.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of the mayor and each alderman as defined by LSA-PS 42:1101 - 1104 (the code of ethics), and a list of outside business interests of the mayor, all aldermen, and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

- Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (2) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (2)] appeared on the list provided by management in agreed-upon procedure (2) except for Maxine Warren, employed as a town clerk prior to April 1, 1980, who is the wife of Deloy E. Warren, Mayor.

#### Budgeting

- Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget. There were no amendments to the budget during the year.

- Trace the budget adoption and amendments to the minute book.

I traced the adoption of the original budget to the minutes of a meeting held on October 4, 1984 which indicated that the budget had been adopted by the Board of Aldermen of the Village of Guilman. No amendments were made to the budget during the year.

- Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceeded budgeted amounts by more than 5%.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

#### Accounting and Reporting

- Randomly select 6 disbursements made during the period under examination and:

- Trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for four of the six selected disbursements and found that payment was for the proper amount and made to the correct payee. The other two disbursements selected were for clerk's monthly salary and an alderman's monthly per diem payment, neither of which had supporting documentation.

- determine if payments were properly coded to the correct fund and general ledger account, and

All six payments were coded to the correct fund and general ledger account.



- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approval from the mayor.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA - RS-42:1 through 42:12 (the open meetings law).

The Village of Gulletier does not prepare agendas for meetings. However, proposed ordinances and public hearings for these ordinances are advertised as evidenced by minute book.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the Village for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of the Village of Gulletier and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Don M. McGhee  
Certified Public Accountant  
June 18, 1995