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**Houma-Terrebonne Regional
Planning Commission**

**General Purpose Financial Statements
and Independent Auditor's Report
December 31, 1988**

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report has been made available for public inspection at the Baton Rouge office of the Legislative Auditor and at the office of the parish clerk of court.

Release Date Jan. 12, 1989

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Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

General Purpose Financial Statements
and Independent Auditor's Report
As of and for the Year Ended December 31, 1999

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government
Houma, Louisiana

We have audited the accompanying general purpose financial statements of the Houma-Terrebonne Regional Planning Commission (the Commission), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year then ended December 31, 1999. These general purpose financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Houma-Terrebonne Regional Planning Commission as of December 31, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.



April 30, 1999

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

Combined Balance Sheet
(All Fund Types and Account Group)

December 31, 1996

	<u>Governmental Fund Type General Fund</u>	<u>Account Group General Fixed Assets</u>	<u>Total (Memorandum Only)</u>
ASSETS			
Cash	\$ 37,638		\$ 37,638
Property and equipment	<u> </u>	<u>\$ 6,160</u>	<u>6,160</u>
TOTAL ASSETS	<u>\$ 37,638</u>	<u>\$ 6,160</u>	<u>\$ 43,798</u>
LIABILITIES AND FUND EQUITY			
Liabilities -			
Accounts payable and accrued expenses	\$ 39,093		\$ 39,093
Fund equity -			
Investment in general fixed assets		\$ 6,160	6,160
Fund balance - Unreserved	<u>27,615</u>	<u> </u>	<u>27,615</u>
Total fund equity	<u>27,615</u>	<u>6,160</u>	<u>33,775</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 39,099</u>	<u>\$ 6,160</u>	<u>\$ 45,259</u>

The accompanying notes are an integral part of this statement.

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

**Statement of Revenues, Expenditures,
 and Changes in Fund Balance—
 Budget and Actual—Governmental Fund Type—
 General Fund**

For The Year Ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Charges for services	\$ 19,500	\$20,783	\$ 10,283
Miscellaneous:			
Interest earned	1,000	1,244	244
Other	<u>1,845</u>	<u>1,847</u>	<u>2</u>
Total revenues	<u>21,345</u>	<u>31,874</u>	<u>10,529</u>
EXPENDITURES			
General Government:			
Materials and supplies	4,300	6,207	(1,907)
Other services and charges	<u>15,954</u>	<u>17,219</u>	<u>(1,265)</u>
Total expenditures	<u>20,254</u>	<u>23,426</u>	<u>(3,172)</u>
EXCESS OF REVENUES OVER EXPENDITURES	1,091	8,448	7,357
FUND BALANCE - Beginning	<u>19,167</u>	<u>19,167</u>	<u>0</u>
FUND BALANCE - Ending	<u>\$20,258</u>	<u>\$27,615</u>	<u>\$ 7,357</u>

The accompanying notes are an integral part of this statement.

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

Notes to Financial Statements
As of and for the Year Ended December 31, 1996

NOTE 1 - Summary of Significant Accounting Policies

A. REPORTING ENTITY

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Financial accountability by the consolidated government is determined on the basis of the following criteria:

1. Appointment of voting majority of governing board
2. Imposes its will
3. Financial benefit or burden
4. Fiscally dependent
5. Designate management

Because the consolidated government appoints the governing board and can impose its will, the Houma-Terrebonne Regional Planning Commission was determined to be a component unit of the Terrebonne Parish Consolidated Government, the governing body of the parish and the governmental body with financial accountability. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the consolidated government, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

B. FUND ACCOUNTING

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

A fund is a separate accounting entity with a self-balancing set of accounts.

Governmental Funds

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

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

Notes to Financial Statements
As of and for the Year Ended December 31, 1998

General Fund - The General Fund is the general operating fund of the Commission. It is used to account for all financial resources.

C. BASIS OF ACCOUNTING

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

The General Fund is accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets.

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

D. OPERATING BUDGETARY DATA

The Commission's Board adopted a budget for the General Fund. The Board, as allowed by state law, does not obtain public participation in the budget process. Any amendment involving the transfer of monies from one function to another or increases in expenditures at the functional level must be approved by the Commission's Board. All budgeted amounts which are not expended or obligated through contracts lapse at year end.

The General Fund budget is adopted on a basis materially consistent with generally accepted accounting principles.

E. GENERAL FIXED ASSETS

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Asset Account Group, rather than in governmental funds. The Account Group is not a fund. It is concerned only with the measurement of financial position. It is not involved with the measurement of results of operations. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

Notes to Financial Statements
As of and for the Year Ended December 31, 1996

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

F. ACCUMULATED VACATION AND SICK LEAVE

The Commission has no full-time employees. There is no accumulated unpaid vacation and sick leave at December 31, 1996.

G. ENCUMBRANCES

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

H. MEMORANDUM ONLY - TOTAL COLUMNS

Total columns on the financial 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 or results of operations in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - Cash and Investments

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

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

The Commission's cash balance was not in excess of FDIC insurance at any time during the year ended December 31, 1996.

**Bozoma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government**

**Notes to Financial Statements
As of and for the Year Ended December 31, 1995**

NOTE 3 - Changes in General Fixed Assets

A summary of changes in general fixed assets (consisting primarily of equipment) follows:

Balance, January 1, 1995	\$ 6,190
Additions	0
Deletions	<u>0</u>
Balance, December 31, 1995	<u>\$ 6,190</u>

NOTE 4 - In-kind Services

The Terrebonne Parish Consolidated Government provided clerical, accounting, legal, administrative and engineering services at no charge to the Commission during the year ended December 31, 1995.

NOTE 5 - Compensation of Board Members

The following amounts were paid to commission members for the year ended December 31, 1995:

<u>Commissioner</u>	
Keith Authament	\$ 850
Johnson A. Buzquet	750
Malisse L. Elender	700
Willie LeBlanc	600
Linwood Limer	600
W. Alex Gathelmer	600
Charles Pite	650
Ernie Richard	650
Royal White	<u>750</u>
Total	<u>\$7,100</u>

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT ACCOUNTING STANDARDS**

To the Board of Commissioners
Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government
Houma, Louisiana

We have audited the general purpose financial statements of the Houma-Terrebonne Regional Planning Commission (the Commission), as of and for the year ended December 31, 1996, and have issued our report thereon dated April 30, 1997.

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

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

In planning and performing our audit of the general purpose financial statements of the Houma-Terrebonne Regional Planning Commission, for the year ended December 31, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Board of Commissioners
Houma-Terbonne Regional Planning Commission
Terbonne Parish Consolidated Government
Houma, Louisiana

in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted a matter involving the internal control structure and its operation that we consider to be a reportable condition 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 our judgement, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

1. Condition - All accounting functions of the Commission are performed by the accountant.

Recommendation - We recommend the Board continue its significant involvement in the financial affairs of the Commission.

Response - The Board will continue its significant involvement in the financial affairs of the Commission.

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.

Our 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, we believe the reportable condition described above is not a material weakness.

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



April 30, 1997

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

To the Board of Commissioners
Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government
Houma, Louisiana

We have audited the general purpose financial statements of the Houma-Terrebonne Regional Planning Commission (the Commission), as of and for the year ended December 31, 1996, and have issued our report thereon dated April 30, 1997.

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

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

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

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

Martin and Pellegria

April 30, 1997