

2651

OFFICIAL
FILE COPY
DO NOT SEND OUT

Please remember
to file this copy
and place
back in file

R E P O R T
PLAQUEMINE PARISH SCHOOL BOARD

JUNE 30, 1997

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.

Revised Code 26-1-6-1996

PLaquemines Parish School Board

INDEX TO REPORT

JUNE 30, 1981

	PAGE
INDEPENDENT AUDITOR'S REPORT.....	1 - 2
GENERAL PURPOSE FINANCIAL STATEMENT:	
Combined Balance Sheet - All Fund Types and Account Groups.....	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types.....	4
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General and Special Revenue Funds.....	5
Notes to the Financial Statements.....	6 - 26
SUPPLEMENTAL INFORMATION SCHEDULES:	
SPECIAL REVENUE FUNDS:	
Combining Balance Sheet.....	27
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance.....	28
DEBT SERVICE FUNDS:	
Combining Balance Sheet.....	29
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance.....	30
CAPITAL PROJECTS FUND:	
Combining Balance Sheet.....	31
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance.....	32

SUPPLEMENTAL INFORMATION SCHEDULES: (Continued)

AGENCY FUNDS - SCHOOL ACTIVITY FUNDS:

Combining Balance Sheet.....	33
Schedule of Changes in Funds Due Others.....	34 - 35
SCHEDULE OF COMPENSATION PNB BOARD MEMBERS.....	36
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.....	37
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH GAO CIRCULAR A-133.....	38 - 79
SCHEDULE OF EXPENDITURES BY FEDERAL AGENCIES.....	40 - 42
SCHEDULE OF FINDINGS AND QUESTIONED COSTS.....	43 - 44
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS.....	45 - 48



1140 Peyton St., Suite 2000 - New Orleans, LA 70113
(504) 555-5800
Fax (504) 525-5808

MEMBERSHIP IN THE
INSTITUTE

42 MEMBERSHIP IN THE
INSTITUTE
MEMBERSHIP IN THE
INSTITUTE
MEMBERSHIP IN THE
INSTITUTE

MEMBER OF
THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
MEMBERSHIP IN THE
INSTITUTE

INDEPENDENT AUDITOR'S REPORT

December 8, 1997

Plaquemine Parish School Board
P. O. Box 65
Molie Chasse, LA 70007

We have audited the accompanying general purpose financial statements of the Plaquemine Parish School Board as of June 30, 1997 and for the year then ended. These general purpose financial statements are the responsibility of the management of Plaquemine Parish School Board. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Those standards and OMB Circular A-133 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.

As described in Footnote 14 the school board in the previous fiscal year took a complete physical inventory of its fixed assets and updated its general ledger to agree to the physical inventory. However, the school board has not correctly recorded additions and deletions to its fixed asset inventory after the physical inventory date. The effect on the financial statements is not reasonably determinable.

In our opinion, except for the effects of not properly recording the additions and deletions to the carrying value of fixed assets as discussed in the third paragraph above, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Plaquemine Parish School Board as of June 30, 1997, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedules listed in the index to the report are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Plaquemines Parish School Board. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of expenditures of Federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-113, Audits of States, Local Governments, and Nonprofit Organizations, and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued a report dated December 3, 1997 on our consideration of the Plaquemines Parish School Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Dyplantiac, Chapman, Hays & Mader, L.L.P.

ASSETS

	CURRENT ASSETS		DEFERRED ASSETS		NON-CURRENT ASSETS		TOTAL ASSETS
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
1. Cash	10,000	10.00%	—	—	—	—	10,000
2. Accounts receivable	20,000	20.00%	—	—	—	—	20,000
3. Inventory	10,000	10.00%	—	—	—	—	10,000
4. Prepaid expenses	5,000	5.00%	—	—	—	—	5,000
5. Property, plant and equipment	—	—	100,000	100.00%	—	—	100,000
6. Intangible assets	—	—	—	—	10,000	10.00%	10,000
7. Other non-current assets	—	—	—	—	—	—	—
Total	45,000	100.00%	105,000	100.00%	10,000	10.00%	160,000

LIABILITIES AND EQUITY

	CURRENT LIABILITIES		DEFERRED LIABILITIES		EQUITY		TOTAL LIABILITIES AND EQUITY
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
1. Accounts payable	10,000	10.00%	—	—	—	—	10,000
2. Short-term debt	5,000	5.00%	—	—	—	—	5,000
3. Long-term debt	—	—	—	—	—	—	—
4. Other current liabilities	—	—	—	—	—	—	—
5. Common stock	—	—	—	—	100,000	100.00%	100,000
6. Retained earnings	—	—	—	—	—	—	—
7. Other equity components	—	—	—	—	—	—	—
Total	15,000	100.00%	—	—	100,000	100.00%	115,000

LIABILITIES AND EQUITY (continued)

	CURRENT LIABILITIES		DEFERRED LIABILITIES		EQUITY		TOTAL LIABILITIES AND EQUITY
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
1. Accounts payable	10,000	10.00%	—	—	—	—	10,000
2. Short-term debt	5,000	5.00%	—	—	—	—	5,000
3. Long-term debt	—	—	—	—	—	—	—
4. Other current liabilities	—	—	—	—	—	—	—
5. Common stock	—	—	—	—	100,000	100.00%	100,000
6. Retained earnings	—	—	—	—	—	—	—
7. Other equity components	—	—	—	—	—	—	—
Total	15,000	100.00%	—	—	100,000	100.00%	115,000

Notes: 1. All amounts are in US dollars.

See accompanying notes.

PLAQUEMINES PARISH SCHOOL BOARD
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2012

INTRODUCTION

The Plaquemines Parish School Board was created by Louisiana Revised Statute (LSA-R.S.) 17:81 to provide public education for the children within Plaquemines Parish. The school board is authorized by LSA-R.S. 17:81 to establish policies and regulations for its own government consistent with the laws of the State of Louisiana and the regulations of the Louisiana Board of Elementary and Secondary Education. The school board is comprised of nine members who are elected from nine districts for terms of four years.

The school board operates eight schools within the parish with a total enrollment of 8,043 pupils for 1997. In conjunction with the regular educational programs, some of these schools offer head start, special education and/or adult education programs. In addition, the school board provides transportation and school food services for the students.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

REPORTING ENTITY:

As the governing authority of the parish, for reporting purposes, the Plaquemines Parish Government is the financial reporting entity for Plaquemines Parish. The financial reporting entity consists of the (a) primary government, (parish government), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the financial reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria are:

1. Appointing a voting majority of an organization's governing body, and
 - a. the ability of the parish government to impose its will on that organization and/or
 - b. the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the parish government.
2. Organizations for which the parish government does not appoint a voting majority but which are fiscally dependent on the parish government.

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1992

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

REPORTING ENTITY: (Continued)

For the following reasons, the Plaquemines Parish School Board is not considered to be a component unit of the Plaquemines Parish Government, the reporting entity:

1. The Plaquemines Parish Government does not have the ability to appoint a voting majority of the school board's governing body or impose its will on the school board.
2. The school board is not fiscally dependent on the parish government.
3. The relationship between the school board and the Plaquemines Parish Government is not significant and therefore the parish government's financial statements are not misleading because of the exclusion of the school board's financial information.

The accompanying financial statements present information only on the funds maintained by the school board and do not present information on the parish government, the general government services provided by that government unit, or the other governmental units that comprise the financial reporting entity.

BASIS OF PRESENTATION:

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

The school board 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 in 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. 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 expendable financial resources.

Funds of the school board are classified into two 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 the majority of the school board's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

PLACEMENT ORDER SCHOOL BOARD
 NOTICE TO THE FUNDING CREDITORS
 JUNE 28, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING SELECTS: (Continued)

GOVERNMENTAL FUNDS: (Continued)

General Fund:

The general operating fund of the school board accounts for all financial resources, except those required to be accounted for in other funds.

Special Revenue Funds:

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally designated to finance particular functions or activities of the school board.

Debt Service Funds:

Debt service funds are established to meet requirements of bond ordinances and to account for transactions relating to resources retained and used for the payment of principal and interest on these long-term obligations recorded in the general long-term debt account group.

Capital Project Funds:

Capital project funds account for financial resources received and used for the acquisition, construction, or improvement of major capital facilities not reported in the other governmental funds.

FIDUCIARY FUNDS:

Fiduciary funds account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the school board. Fiduciary funds include:

School Activity Agency Funds:

The School Activity Agency fund accounts for assets held by the school board as an agent for the individual schools and school organizations. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

ACCOUNT GROUPS:

General Fixed Assets Account Group:

This account group is established to account for the fixed assets of the school board.

General Long-term Debt Account Group:

This account group is established to account for all long-term obligations of the school board.

PLAQUEMINE PARISH SCHOOL BOARD
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 1992

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF ACCOUNTING:

Governmental Funds:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust 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 is used by all governmental funds and agency funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues:

Revenues are recognized when they become measurable and available.

Federal and state entitlements are recorded as unrestricted grants-in-aid when available and measurable.

Federal and state grants are recorded when the reimbursable expenditures have been incurred.

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

Sales and use taxes are recorded in the month collected by the school board's collecting agent, the Plaquemine Parish Government.

Income on deposits, cash equivalents and investments is recorded when measurable and available.

Revenues from rentals, leases and royalties are recorded when earned.

Substantially all other revenues are recorded when received.

Expenditures:

Salaries are recorded as expenditures when earned. Nine-month employees' salaries are earned over a nine-month period but are paid over a twelve-month period.

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

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1992

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF ACCOUNTING: (Continued)

Expenditures: (Continued)

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. The cost of leave privileges expenditures not requiring current resources is recorded in the general long-term debt account group.

Commitments under construction contracts are recognized as expenditures when earned by the contractor.

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

Substantially all other expenditures are generally recognized when the related fund liability is incurred.

Other Financing Sources (Uses):

Proceeds from lease-purchases, bond issuances, compensation for loss or damage to fixed assets, gain (loss) on investments, and transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses). These financing sources (uses) are recognized at the time the underlying events occur.

BUDGETS:

The following summarizes the budget activities of the school board for the year ended June 30, 1992:

	<u>1990-92 Budget Year</u>
Completed & Available for Public Inspection	July 3, 1990
Public Notices	July 12, 09, 28, 1990
Public Hearings	July 29, 1990
Board Adoption	August 5, 1990

The school board adopted annual budgets for the General Fund and all Special Revenue Funds. All funds for which a budget was adopted are included in these financial statements.

The budget is prepared on the modified accrual basis of accounting. All appropriations lapse at year end. Encumbrances are recognized within the accounting records for budgetary control purposes. Formal budget integration (within the accounting records) is employed as a management control device. The Superintendent of Schools is authorized to transfer amounts between line items within any fund. However, when actual revenues within a fund fall in net budgeted revenues by 5% or more and/or actual expenditures within a fund exceed budgeted expenditures by 5% or more, a budget revision is adopted by the school board in an open meeting. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent revisions.

PURCHASERS' MASTER CHECKS BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1981

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

INCURRED:

Incurrences accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds, and Capital Project funds. Incurrences outstanding at the end of the fiscal year are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

INTERFUND RECEIVABLES/PAYABLE:

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables and short-term interfund loans are classified as interfund receivables/payables.

ADVANCES TO OTHER FUNDS:

Non-current portions of long-term interfund loan receivables are reported as advances.

INVENTORY:

Inventory of the School Lunch fund consists of food purchased by the school board and commodities granted by the United States Department of Agriculture through the Louisiana Department of Agriculture and Forestry. The commodities are recorded as resources when received; however, all inventory items are recorded as expenses when consumed. All purchased inventory items are valued at the lower of cost (first in, first out) or market, and commodities are assigned values based on information provided by the United States Department of Agriculture.

FIXED ASSET:

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased, donated or donated, and the related assets are capitalized (reported in the general fixed assets account group. Public domain or infrastructures are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost, estimated cost, or fair value if donated.

COMPENSATED ABSENCES:

The school board has two types of compensated absences which accumulate or vest as follows:

Vacation and Sick Leave:

Under the terms of state law and school board policy, teachers and other nine-month employees accrue 18 days of sick leave each school year, which can be accumulated without limitation. Upon retirement or death prior to retirement, unused accumulated sick leave of up to 20 days is paid to the employee or the employee's beneficiary at the employee's normal rate of pay. Upon retirement, sick

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1981

5. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

COMPENSATED ABSENCES: (Continued)

SACRIFICE AND SICK LEAVE: (Continued)

leave is used in the retirement benefit computation as earned service. Under the Louisiana Teachers' Retirement System, the total unused accumulated sick leave, including the 25 days paid, is used in the retirement benefit computation as earned service for leave earned prior to July 1, 1968. For sick leave earned after July 1, 1968, under the Louisiana Teachers' Retirement System, all unpaid sick leave, which includes the 25 days paid, is used in the retirement benefit computation as earned service. Under provisions in force, a laid-off employee may choose to be paid for his accumulated sick leave.

All 12-month employees accrue from 5 to 20 days vacation leave each year depending on length of service with the school board. Vacation leave can be accumulated up to 50 days. Upon termination, retirement, or death prior to retirement, unused accumulated vacation is paid at the employee's current rate of pay. In addition, these employees accrue from 10 to 18 days of sick leave each year depending on length of service with the school board. Unused accumulated sick leave for 12-month employees is paid in the manner described above for teachers and nine-month employees.

Sabbatical Leave:

Any employee with a teaching certificate is entitled, subject to approval by the school board, to one semester of sabbatical leave after three years of continuous service, or two semesters of sabbatical leave after six years of continuous service. Leave may be granted for rest and recuperation, and professional and cultural improvement. Sabbatical leave benefits are recorded as an expenditure of the period in which paid.

The cost of leave privileges are recorded as an expenditure of the period in which paid.

FUND EQUITY:

RESERVE:

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

Designated Fund Balances:

Designated fund balances represent tentative plans for future use of financial resources.

INTERFUND TRANSACTIONS:

Quasi-external transactions are accounted for as revenues or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as operating transfers.

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1991

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

SALES AND USE TAXES:

The school board levies one percent sales and use tax with receipts deposited in the General Fund. The school board levies an additional one percent sales and use tax with receipts deposited to the Sales Tax Sinking Fund. The proceeds of this tax are dedicated and used for any lawful school purposes, including payments of salaries and fringe benefits, building operations and maintenance, and instructional programs, with any excess transferred to the General Fund. The tax is collected by the Sales Tax Department of the Plaquemines Parish Government.

TOTAL COLUMNS OR 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 generally accepted accounting principles. Neither is such data comparable in a consolidation. Interfund eliminations have not been made in the aggregation of this data.

FUND DESCRIPTIONS - SPECIAL REVENUE FUNDS:

Improving America's Schools Act (IASA) Funds:

IASA Title I:

This is a program for economically and educationally deprived school children which is federally financed, state-administered and locally operated by the school board. The services are provided through various projects which are designed to meet the special needs of educationally deprived children. The activities supplement rather than replace state and local mandated activities. Program funds are obtained from federal grants through the State Department of Education.

IASA Title I Migrant Education:

The IASA Title I Migrant Education Funds are used to provide additional instruction in reading and math to identified students through an individualized instruction program. The IASA Title I Migrant Education Recruiter Program is used to enlist the cooperation of school systems in the multi-parish recruiting area, identify migrant children, establish contacts with migrant families, and assist in planning educational, health and social services for migrant children. Program funds are obtained from federal grants through the State Department of Education.

IASA Title II:

The program funds are used to promote professional growth leading to improving certification in math and science.

IASA Title III:

This is a program by which the Federal government provides funds to the school board for audio-visual materials, equipment, and library resources.

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1992

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS - SPECIAL REVENUE FUNDS: (Continued)

Drug-Free Schools Program:

This program will establish and implement drug abuse education and prevention programs, and will enforce drug-related rules and regulations of student conduct in the schools.

Title XIX - EPSBT Program:

This program is to improve the health status of EPSBT eligible children by assuring the provision of preventive services, health assessment, and the necessary diagnosis, treatment and follow-up care in the context of an ongoing relationship between the patient and other health care givers.

Read Start Program:

This is a federally funded educational, social and health program for economically disadvantaged three to four-year old children.

Food Service Fund:

The Food Service Fund [lunch/Breakfast] is a program that provides nourishing meals for students in all grades. This program is supplemented by both Federal and State funds that are based on reimbursement and participation.

Adult Education:

The Adult Basic Education fund accounts for Federal and State grants received through the State Department of Education.

The Adult Education Program offers a basic and remedial academic curriculum to individuals at least 18 years of age or emancipated minors who have not obtained a high school diploma. The curriculum offered is intended to prepare the student for the high school equivalency examination. Students successfully completing the examination are awarded the High School Equivalency Examination Diploma.

Vocational Education:

Students in grades 9 through 12 have the opportunity to participate in vocational education through the State and federally funded programs. Courses in home economics, industrial arts, and business education offer training in job entry skills. Several co-op programs offer practical experiences in the job market.

Special Education Fund:

The Special Education Fund is a State and federally financed program of free education in the least restricted environment to children with exceptionalities.

Family Act:

This grant is for a preventative partnership for violence-free Plaquemine Parish.

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1992

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS - DEBT SERVICE FUNDS:

General Obligation Bond Fund:

The General Obligation Bond Fund accounts for the proceeds of property taxes (3.0 mill ad valorem taxes) that are dedicated for debt service.

Certificate Of Indebtedness Fund:

The Certificate of Indebtedness Fund accounts for the annual debt service requirement on the certificates. Scheduled transfers from the excess revenues of the General Fund are required to be made into this fund in an amount that will equal one-sixth of the interest falling due on the next interest payment date and one-twelfth of the principal falling due on the next principal payment date.

Certificate Of Indebtedness Reserve Fund:

The Certificate of Indebtedness Reserve Fund accounts for that portion of the transfers from the General Fund that are set aside as a reserve to pay principal and interest on the certificates payable from the Certificate of Indebtedness Fund for which there would otherwise be a default. The minimum amount required to be accumulated in this fund at June 30, 1992 is \$18,800.

Sales Tax Bond Fund:

The Sales Tax Bond Fund accounts for the proceeds of a one percent sales and use tax levied and collected by the collecting agency.

Sales Tax Reserve Fund:

The Sales Tax Reserve Fund accounts for the establishment of a reserve in the amount of \$1,100,000, or the highest combined principal and interest requirements for any succeeding bond year, ending March 1, which equaled \$1,018,000 as of June 30, 1992.

FUND DESCRIPTIONS - CAPITAL PROJECTS FUNDS:

Sales Tax Construction Fund:

The Plaquemines Parish School Board issued \$11,000,000 of Sales Tax School Bonds, Series 1992, for the purpose of making capital improvements to the public school system of the Parish (including, but not limited to construction, acquiring, erecting, improving, and repairing schools and school related facilities), payable solely from and secured by an irrevocable pledge and dedication of the assets or proceeds of the special use percent sales and use tax.

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS - CAPITAL PROJECT FUNDS: (Continued)

FUND General Obligation Fund:

This fund accounts for the issuance of \$5,700,000 of General Obligation School Bonds, Series 1993. The purpose of the issuance is for acquiring and/or improving lands for building sites and playgrounds, including construction of necessary sidewalks and streets adjacent thereto; purchasing, erecting and/or improving school buildings and other school related facilities within and for the District and acquiring the necessary equipment and furnishings therefor, payable from unlimited ad valorem taxation.

2. FUND DEFICITS:

There are no deficits in any individual funds at June 30, 1997.

3. LEVIED TAXES:

Property taxes are levied each November 1st on assessed value listed as of the prior January 1st for all real property, merchandise and movable property located in the parish. Taxes are assessed on a calendar year basis, become due on November 15 of each year and become delinquent on December 31. Assessed values are established by the Plaquemine Parish Assessor's Office and the State Tax Commission of actual value as specified by Louisiana Law. Property taxes are recorded as received by the school board in the year the taxes are received. A portion of exempt taxes due to homestead exemptions relating to constitutional special school taxes are reimbursed to the school board through state revenue sharing.

As required by the State of Louisiana Statute, prescribed deductions are made from the school board's property tax receipts for contributions to cover costs of various pension funds. For the year ended June 30, 1997, \$190,152 had been deducted from property tax receipts for amounts due to various pension funds.

The following is a summary of parish wide authorized and levied ad valorem taxes for the fiscal year ended June 30, 1997:

	Authorized Millage	Levied Millage
Constitutional	4.00	5.00
Proposition I	1.00	1.00
Proposition II	2.15	2.60
Proposition III	4.68	4.70

The difference between authorized and levied millages is the result of reimbursements of the tax rolls required by Article 7, Section 23 of the Louisiana Constitution of 1974.

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1993

4. ACCOUNTS RECEIVABLE:

The accounts receivable of \$2,262,352 at June 30, 1993 are as follows:

	GENERAL FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	TOTAL
TOTALS:				
Sales	\$1,641,898	\$ --	\$369,554	\$1,811,250
GRANTS:				
State	78,314	--	--	78,314
Federal - direct	20,463	28,390	--	48,853
Federal - received through the State	--	309,411	--	309,411
OTHERS	<u>2,329</u>	--	--	<u>2,329</u>
TOTALS	<u>\$1,736,898</u>	<u>\$335,800</u>	<u>\$369,554</u>	<u>\$2,262,352</u>

5. EMPLOYEE RETIREMENT SYSTEMS:

Substantially all employees of the school board are members of two statewide retirement systems, both of which are cost-sharing multiple-employer public employee retirement systems (PERS). In general, professional employees (such as teachers and principals) and lunchroom workers are members of the Louisiana Teachers' Retirement System (TRS) and other employees, such as custodial personnel and bus drivers, are members of the Louisiana School Employees' Retirement System (LSERS). Generally, all full-time employees are eligible to participate in the systems, with employee benefits vesting after 18 years of service.

Under TRS, employees are eligible to retire after attaining age 60 and 10 years of accredited service, age 55 and 25 years of accredited service, or any age with 30 years of accredited service. The retirement benefit will be paid monthly based on 2.5% of average final compensation times the years of creditable service (including creditable unused sick and annual leave), plus an additional .5% of average final compensation times the years of creditable service in excess of 28 years, plus two dollars per month for each year of creditable service supplemental benefit, not to exceed average final compensation. The plan also includes disability retirement benefits.

The formula for annual maximum retirement benefits under TRS is 2 or 2.5% (Regular Plan) or 1 or 2% (Plan A) of final average salary for each year of credited service. Final average salary is based upon the member's highest successive thirty-six months of salary. Benefits are paid monthly for life.

Benefits of the system are funded by employee and employer contributions. The contribution rates (as a percentage of covered salaries) are established by state law as follows:

	Employee	Employer
Louisiana School Employees' Retirement System	8.10%	4.80%
Louisiana Teachers' Retirement System - Regular	8.00%	18.30%
Louisiana Teachers' Retirement System - Plan A	8.10%	18.30%

PLAQUEMINE PARISH SCHOOL BOARD
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 1997

5. EMPLOYEE RETIREMENT SYSTEMS: (Continued)

The school board's employer contribution for the IRS, as provided by state law, is funded by the State of Louisiana through annual appropriations, by reductions from local ad valorem taxes, and by reimbursements from the school board. For the year ended June 30, 1997, \$200,500 was remitted to the IRS by the Plaquemine Parish Sheriff for the school board from ad valorem tax and revenue sharing deductions. For the ISERS, the school board's employer contribution is funded by the State of Louisiana through annual appropriations. Benefits granted by the retirement system are guaranteed by the State of Louisiana under provisions of the Louisiana Constitution of 1974.

The school board's required contributions to the system and the percentage contributed are as follows:

	Required Contribution	Percent Contributed
<u>Louisiana School Employees' Retirement System:</u>		
Year Ended		
June 30, 1997	\$ 127,865	99.29%
June 30, 1996	131,529	100.00
June 30, 1995	94,969	100.00
<u>Louisiana Teachers' Retirement System:</u>		
<u>Blachier</u>		
Year Ended		
June 30, 1997	2,388,618	100.00%
June 30, 1996	2,282,167	100.00
June 30, 1995	2,074,067	100.00
<u>Louisiana Teachers' Retirement System:</u>		
<u>Plan A:</u>		
Year Ended		
June 30, 1997	42,468	100.00%
June 30, 1996	42,707	100.00
June 30, 1995	59,048	100.00

Both systems issue publicly available financial reports that include financial statements and required supplementary information for each system. The ISERS report may be obtained by writing to the system at P.O. Box 48926, Baton Rouge, Louisiana 70804-4926. The IRS report may be obtained by writing to the system at P.O. Box 94123, Baton Rouge, Louisiana 70804-9123.

PLAQUEMINES PARISH SCHOOL BOARD
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 1987

6. OTHER POST-EMPLOYMENT BENEFITS:

The Plaquemines Parish School Board provides certain continuing health care and life insurance benefits for its retired employees as required by state law. Substantially all of the school board's employees became eligible for these benefits if they reach normal retirement age while working for the school board. These benefits for retirees and similar benefits for active employees are provided through an insurance company, whose monthly premiums are paid jointly by the employee and by the school board. The school board recognizes the cost of providing these benefits (the board's portion of premiums) as an expenditure when the monthly premiums are paid. For the year ended June 30, 1987, the school board's portion of the premiums was \$182,584 for approximately 121 retirees.

7. ACCOUNTS, SALARIES/DEDUCTIONS AND OTHER PAYABLES:

The payables of \$2,808,147 at June 30, 1987 are as follows:

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SCHOOL ACTIVITY FUND	TOTAL
Salaries/ deductions	\$1,307,442	\$ --	\$ --	\$ --	\$1,307,442
Others	35,377	35,014	29,818	234,508	480,717
TOTAL	\$1,342,819	\$ 35,014	\$ 29,818	\$ 234,508	\$2,808,147

8. INTERFUND PAYABLES/RECEIVABLES AND ADVANCES:

Individual balances due from/to other funds at June 30, 1987 are as follows:

	DU TO	DU FROM
General Fund	\$411,874	\$ 71,864
Special Revenue Funds:		
Food Service	--	169,524
Migrant	--	3,328
Title I	--	215,440
Special Education	--	98,840
Adult Education	--	14,898
Drug-Free	1,250	5,818
Title II	--	13,873
Title III	--	34,324
Headstart	--	24,813
Family Act	--	3,898
TOTAL	\$413,124	\$812,233

FLORINERES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

8. INTERFUND PAYABLES/RECEIVABLES AND ADVANCES: (Continued)

Individual balances of advances to/from other funds at June 30, 1997 are as follows:

	ADVANCES TO	ADVANCES FROM
	\$	\$
General Fund	--	\$127,400
Special Revenue Funds:		
Title I	15,000	--
Migrant	5,000	--
Title VI	12,500	--
Title II	5,000	--
Drug-Free	7,000	--
Special Education	18,000	--
Adult Education	5,000	--
Vocational Education	65,000	--
Family Act	7,500	--
TOTAL	<u>\$127,400</u>	<u>\$127,400</u>

9. LEASES:Capital:

The school board has recorded capital leases for office equipment as assets and obligations in the accompanying financial statements. For the year ended June 30, 1997, principal in the amount of \$110,000 was paid on capital leases. For the year ended June 30, 1997, interest in the amount of \$18,172 was paid on capital leases. The school board's policy is to expense lease payments in the year paid. The following is a schedule of future minimum lease payments under capital lease agreements as of June 30, 1997:

SCHOOL YEAR	AMOUNT
97-98-98	\$140,413
98-99-99	134,587
99-00-00	124,741
00-01-01	84,795
01-02-02	<u>31,243</u>
Total minimum lease payment	475,389
Less: Amount representing interest	(36,981)
Present value of net minimum lease payment	<u>\$438,408</u>

The gross amount of assets recorded in the general fund assets account group under capital leases is \$623,128 at June 30, 1997.

PLAQUEMINE PARISH SCHOOL BOARD
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 1997

10. CHANGES IN AGENCY FUND DEPOSITS AND OTHERS:

A summary of changes in agency fund deposits due others follows:

	BALANCE AT BEGINNING OF YEAR	ADDITIONS	DEDUCTIONS	BALANCE AT END
School Activity Accounts	\$122,285	\$1,758,848	\$1,312,299	\$568,834

11. GENERAL LONG-TERM OBLIGATIONS:

The following is a summary of the long-term obligation transactions for the year ended June 30, 1997:

	BONDED DEBT	CERTIFICATE OF INCENTIVES	CAPITAL LEASING	COMPENSATED PERSONNEL	TOTAL
Balance 7/01/96	\$18,305,808	\$255,000	\$ 529,814	\$1,442,587	\$18,533,209
Additions	--	--	--	187,130	187,130
Deductions	(1,898,800)	(180,000)	(115,518)	--	(2,194,318)
BALANCE 6/30/97	\$16,407,008	\$75,000	\$ 414,296	\$1,629,717	\$17,726,021

Capital Leases:

Capital Leases represent obligations that are to be financed with future General Fund resources.

Compensated Personnel:

Compensated absences payable consist of the portion of accumulated sick leave of the governmental funds that is not expected to require current resources. The additions for 1997 represent the net changes during the year. The records are maintained in such a manner that the additions and deletions could not readily be determined; therefore, the net changes are reflected as additions to 1997.

Bonds and Certificates:

All principal and interest requirements are funded in accordance with Louisiana law by the annual ad valorem tax levy on taxable property within the parish. At June 30, 1997, the school board had accumulated \$2,748,277 in the debt service funds for future debt requirements.

The following is a schedule of information on the outstanding bonds and certificates of indebtedness of the school board as of June 30, 1997:

	DATE OF ISSUE	ORIGINAL ISSUE	INTEREST RATE	MATURITY
Certificate of Indebtedness, Series 1989	11-1-89	500,000	8.50-10.00%	11-1-1990/1998

PLACEMENTS PUBLIC SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

11. GENERAL LONG-TERM OBLIGATIONS: (Continued)

Bonds and Certificates: (Continued)

	DATE OF ISSUE	ORIGINAL AMOUNT	INTEREST RATE	MATURITIES
General Obligation School Bonds, Series 1982	5-1-92	7,300,000	6.00-10.00	1-1-1993/2000
Sales Tax School Bonds, Series 1982	5-1-92	11,000,000	6.18-10.00	1-1-1993/2010
General Obligation Bonds, Series 1985	1-1-93	5,700,000	4.75-4.80	1-1-1995/2000

The annual requirements to amortize principal and interest on bonds and certificates outstanding at June 30, 1997 are as follows:

YEAR ENDING JUNE 30	PRINCIPAL REQUIREMENTS	INTEREST REQUIREMENTS	TOTAL
1998	\$ 1,218,808	\$ 625,187	\$ 1,843,995
1999	1,315,808	641,000	1,956,808
2000	1,418,808	770,231	2,189,039
2001	1,425,808	894,720	2,320,528
2002	1,525,808	926,376	2,452,184
2003-2007	8,808,808	2,803,192	11,611,999
	<u>\$ 15,705,808</u>	<u>\$6,671,696</u>	<u>\$22,377,504</u>

12. RESERVED AND DESIGNATED FUND BALANCES:

Designated for Capital Improvements:

Monies received from 16th Section Lands after January 15, 1989, have been designated for building improvements, construction or the purchase of land. At June 30, 1997, the balance in this account is \$49,576.

Designated for Insurance Deductibles:

The settlement of back sales and use taxes, certain refunds of insurance premiums, and a portion of the special appropriation from the parish government have been designated to fund the deductible amount on insurance policies. At June 30, 1997, the balance of this account is \$2,009,394.

Designated for Construction:

Monies received through the sale of the 2004, 1992 and 1990 General Obligation Bonds and the 1992 Sales Tax Construction Bonds are designated for construction and improvement of schools and school related facilities. At June 30, 1997, the amount designated for construction is \$209,343.

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

17. RESERVE AND DESIGNATED FUND BALANCES: (Continued)

Monies are reserved in the Debt Service Fund to pay the principal and interest maturing in future years on bonded debts and certificates of indebtedness. At June 30, 1997, the balance of the reserve is \$2,748,717.

Expensed for Construction:

Monies are reserved in the Capital Projects Fund for building construction, major repairs and renovations, and construction of additional classrooms throughout the school district. At June 30, 1997, the balance of the reserve is \$6,738,826.

Reserved for Apartment Maintenance:

Monies received for rent are reserved in the General Fund for repairs and maintenance on apartments owned by the school board. At June 30, 1997, the balance of the reserve is \$88,804.

Reserved for Scholarship:

Monies donated by various organizations are reserved for scholarships to qualified students of the Plaquemine Parish School Board. At June 30, 1997 the balance of the reserve is \$31,868.

Reserved for Encumbrances:

The amount of \$140,460 has been reserved to pay for outstanding requisitions and purchase orders as of June 30, 1997.

18. DEPOSITS, CASH EQUIVALENTS AND INVESTMENTS:

Following are the components of the school board's deposits, cash equivalents and investments at June 30, 1997:

Deposits	\$ 3,382,081
Cash equivalents	3,375,121
Investments	<u>8,228,636</u>
	\$14,985,838

Deposits:

The school board's bank deposits were entirely covered by federal depository insurance and pledged securities. As of June 30, 1997, the bank balances of the deposits totaled \$2,567,190.

Cash Equivalents:

The school board considers all highly-liquid debt instruments with a maturity of one year or less to be cash equivalents. The school board's cash equivalents include money market demand deposit accounts held with financial institutions, certificates of deposit, treasury bills, and government money market funds. All cash equivalents are carried at cost.

PLAQUEMINE PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

13. DEPOSITS, CASH EQUIVALENTS AND INVESTMENTS (Continued)

CASH EQUIVALENTS (Continued)

	<u>AMOUNT</u>
Money market demand accounts were entirely covered by federal depository insurance and pledged securities. As of June 30, 1997 bank balances of money market demand accounts consist of \$1,739,829.	\$1,739,162
Certificates of deposit were entirely covered by Federal depository insurance and pledged securities.	2,290,908
Cash equivalents of government money market funds consist of short-term government securities. The funds are held by a sub-custodian, managed and held in the name of the school board's broker-dealer. As of June 30, 1997, the bank balances of the government money market funds consist of \$150,166.	152,100
Cash equivalents of government money market funds consist of government securities and repurchase agreements which are held in pooled funds. The funds are held and managed by a sub-custodian. As of June 30, 1997, the bank balance consists of \$1,000,987.	3,009,902
TOTAL CASH EQUIVALENTS	\$5,322,172

INVESTMENTS

Statutes authorize the school board to invest in direct United States Treasury obligations, the principal and interest of which are fully guaranteed by the government of the United States; bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies, provided such obligations are backed by the full faith and credit of the United States of America; bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by U.S. Government instrumentalities, which are federally sponsored, mutual or trust fund institutions which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the United States or its agencies; and certain qualified investment contracts.

The school board's investments are described below to give an indication of the level of risk assumed by the entity at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the school board or its agent in the school board's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the school board's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent but not in the school board's name.

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

13. DEPOSITS, Cash Equivalents and Investments: (Continued)

Investments: (Continued)

The school board's investments are carried at amortized cost and consist of notes and mortgages of the U.S. Government, Federal agencies and U.S. Government instrumentalities. The investments are held by the Federal Reserve Bank in the name of the school board's broker-dealer. The investments are managed by the school board's broker-dealer but are restricted by the bond indentures. The following is a schedule of investments by investment type:

	Carrying Amount	Market Value
U.S. Treasury Notes	\$ 328,794	\$ 328,868
Federal National Mortgage Association	3,364,203	3,258,568
Federal Home Loan Mortgage Corporation	2,515,538	2,515,534
	<u>\$6,208,535</u>	<u>\$6,102,970</u>

Market values are furnished by the school board's investment custodian. The unrealized loss as of June 30, 1997 is \$205,434.

14. FIXED ASSETS:

During the year ended June 30, 1996, the school board took a complete physical inventory of its fixed assets and updated its general ledger in agree to the physical inventory. However, the school board has not correctly recorded additions and deletion to its fixed asset inventory after the physical inventory date. The effect on the financial statements is not reasonably determinable.

Changes in the general fixed assets account group are as follows for the year ended June 30, 1997:

	Balance 6-30-96	Additions	Deletions	Balance 6-30-97
Land	\$ 11,680	\$ --	\$ --	\$ 11,680
Buildings	8,904,162	--	--	8,904,162
Improvements other than buildings	--	13,742	--	13,742
Equipment	12,833,928	562,598	157,823	13,238,693
	<u>\$23,549,670</u>	<u>\$576,340</u>	<u>\$157,823</u>	<u>\$23,968,187</u>

15. DEFERRABLE DEFICITS:

At June 30, 1997, employees of the school board have accumulated and vested \$1,808,129 of employee leave benefits, which was computed in accordance with Standards and is reported in general long-term debt account group.

PLAQUEMINES PARISH SCHOOL BOARD
NOTICE TO THE FINANCIAL STATEMENTS
JUNE 30, 1997

16. ESTIMATES:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from these estimates.

17. SELF INSURANCE:

The school board is self-insured for workman's compensation in the amount of \$225,000 per accident. The excess is insured under an insurance policy. The fund is administered by an independent insurance service company.

The estimated claims liability is computed based on information received from the administrator of the plan. The following represents a reconciliation of total claims liability:

Claims liability at June 30, 1996	\$ 37,780
Less: Claims paid during the year	(47,400)
Plus: Claims incurred	<u>82,000</u>
Claims liability at June 30, 1997	\$ <u>72,380</u>

The claims liability at June 30, 1997 is presented at current value and has not been discounted.

18. LANDRILL SETTLEMENT:

In January 1995, the school board received a judgment that returned certain sections of land to its possession from the Plaquemine Parish Government. The judgment also decreed that the school board would receive income earned on the land for the past several years. At June 30, 1997, the school board owed attorney fees of \$854,996 which will be paid from income received through the judgment.

In October 1997, \$729,850 was received from Plaquemine Parish Government, of which \$701,186 was used to partially pay attorney fees owed. It is estimated that the school board is owed approximately \$310,000 in interest on the funds received and also additional income on the land that it is not possible to estimate at the present time. Additional funds received will be used to pay remaining attorney fees.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues from specific taxes or other enumerated revenue sources which by law are designated to finance particular functions or activities of government and which, therefore, cannot be diverted to other uses.

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the payment of interest and principal on all general obligation debt.

PLANNERS PARISH SCHOOL, INC.
 BOSE SERVICE FUND
 COMBINED BALANCE SHEET
 JUNE 30, 1961

	GENERAL OBLIGATION BOND FUND	CERTIFICATE OF INDEBTEDNESS FUND	CERTIFICATE OF INDEBTEDNESS SERIAL FUND	SALES TAX BOND FUND	TOTAL
ASSETS					
Cash	\$ 9,459	\$ 55,075	\$ --	\$ 5,017	\$ 79,551
Cash equivalents	946,816	--	74,800	275,089	1,319,165
Investments	--	--	--	--	3,381,249
Accounts receivable	--	--	--	149,514	149,514
Accrued interest receivable	--	--	--	3,412	3,412
TOTAL ASSETS	\$ 1,056,275	\$ 55,075	\$ 74,800	\$ 681,021	\$ 2,796,172
FUND LIABILITIES					
Fund balances reserved for Debt Service	\$ 946,285	\$ 55,075	\$ 74,800	\$ 581,271	\$ 2,157,431
TOTAL FUND LIABILITIES	\$ 946,285	\$ 55,075	\$ 74,800	\$ 581,271	\$ 2,157,431

PLANNING PARISSA SCHOOL BOARD
 GIFT SPECIFIC FUND
 CERTIFICATES AND CHARITIES IN FUND BALANCE
 FOR THE YEAR ENDED JUNE 30, 1997

	GENERAL OBLIGATION BOND ISSUE	CERTIFICATE OF INDEBTEDNESS ISSUE	CERTIFICATE OF INDEBTEDNESS ISSUE	SALES TAX BOND ISSUE	SALES TAX BOND ISSUE	TOTAL
REVENUE						
Local Services:						
Ad valorem taxes	\$ 1,278,173	\$ --	\$ --	\$ --	\$ --	\$ 1,278,173
Salaries	--	--	--	1,164,557	--	1,164,557
Salut. bene.	25,816	640	3,478	89,328	--	129,262
Indirect earnings	1,294,232	540	6,448	86,333	--	2,487,553
Total revenue						
	\$ 2,598,221	\$ 1,268	\$ 10,126	\$ 1,259,918	\$ --	\$ 3,869,533
EXPENDITURES						
Support Services:						
General administration	97,261	--	--	--	--	97,261
Bus Services:						
Principal retirement	75,800	--	--	348,800	--	424,600
Interest payment	207,666	6,247	--	646,315	--	860,228
Placemientos:						
Bank, legal fees and other charges	2,157	--	--	1,429	--	3,586
Total expenditures	382,884	6,247	--	1,006,544	--	1,395,675
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 2,215,337	\$ 1,268	\$ 10,126	\$ 253,374	\$ --	\$ 2,480,105
OTHER FINANCING SOURCES (USES):						
Operating transfers in:						
Operating transfers and	--	14,682	--	--	--	14,682
Operating transfers and	--	--	61,780	--	--	61,780
Total other financing	--	14,682	61,780	--	--	76,462
sources (uses)						
	--	14,682	61,780	--	--	76,462
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER OPERATING AND OTHER FINANCING USES	\$ 2,215,337	\$ 1,494	\$ 172,906	\$ 253,374	\$ --	\$ 2,653,111
FUND BALANCE - BEGINNING OF YEAR	\$ 874,845	\$ 46,339	\$ 15,000	\$ 1,469,248	\$ --	\$ 2,405,432
FUND BALANCE - END OF YEAR	\$ 1,090,136	\$ 16,233	\$ 177,906	\$ 1,722,642	\$ --	\$ 2,996,917

CAPITAL PROJECTS FUND

The Capital Projects Fund accounts for all resources used for the acquisition and/or construction of capital facilities of the School Board.

PLaquemine Parish School Board
 CAPITAL PROJECTS FUND
 COMBINING BALANCE SHEET
 JUNE 30, 1997

	SALES TAX CONSTRUCTION FUND	1993 GENERAL OBLIGATION CONSTRUCTION Fund	TOTAL
ASSETS:			
Cash	\$ --	\$ 68,371	\$ 68,371
Cash equivalents	1,529,093	104,866	1,633,959
Investments	4,427,574	38,970	4,466,544
Accrued interest receivable	8,754	252	9,006
TOTAL ASSETS	\$ 6,083,421	\$ 212,459	\$ 6,295,880
LIABILITIES AND FUND EQUITY:			
Liabilities:			
Accounts payable	\$ 29,600	\$ --	\$ 29,600
Cash overdraft	392,382	--	392,382
Total liabilities	421,982	--	421,982
Fund Equity:			
Reserved for construction	5,738,829	--	5,738,829
Designated for construction	--	238,387	238,387
total fund equity	5,738,829	238,387	5,977,216
TOTAL LIABILITIES AND FUND EQUITY	\$ 6,083,421	\$ 238,387	\$ 6,295,880

FLAHERTIES PARISH SCHOOL BOARD
CAPITAL PROJECTS FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 1992

	SALES TAX CONSTRUCTION FUND	1990 GENERAL OBLIGATION CONSTRUCTION FUND	TOTAL
REVENUES:			
Local Sources:			
Interest earnings	\$ 414,295	\$ 3,024	\$ 417,319
total revenues	<u>414,295</u>	<u>3,024</u>	<u>417,319</u>
EXPENDITURES:			
Support Services:			
Equipment	17,038	---	17,038
Building repairs/maintenance	1,489,913	595,280	2,085,193
Architect/engineer	454,318	---	454,318
Others	6,900	---	6,900
Facility acquisition & construction	2,000,399	---	2,000,399
total expenditures	<u>3,968,673</u>	<u>595,280</u>	<u>4,563,953</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(4,154,378)	(592,256)	(4,746,634)
FUND BALANCE - BEGINNING OF YEAR	<u>1,273,057</u>	<u>832,933</u>	<u>2,105,990</u>
FUND BALANCE - END OF YEAR	\$ <u>3,138,679</u>	\$ <u>239,762</u>	\$ <u>3,378,441</u>

AGENCY FUNDS - SCHOOL ACTIVITY FUNDS

School Activity Funds are used to account for monies held for individual schools or their student bodies. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of the results of operations. Agency funds are accounted for in essentially the same manner as Governmental funds.

PLAQUEMINE PARISH SCHOOL BOARD
 SCHOOL ACTIVITY AGENCY FUNDS
 COMBINED BALANCE SHEET
 JUNE 30, 1992

ASSETS

Cash and Cash Equivalents	\$279,504
TOTAL ASSETS	\$279,504

LIABILITIES AND FUND EQUITY

LIABILITIES:	
Due to Others - School Activity	\$184,584
Total Liabilities	184,584
FUND EQUITY	<u> </u>
TOTAL LIABILITIES AND FUND EQUITY	\$184,584

PLACERVILLE PARISH SCHOOL BOARD
 SCHOOL ACTIVITY AGENCY FUNDS
 SCHEDULE OF CHANGES IN FUNDS DUE TO OTHERS
 FOR THE YEAR ENDED JUNE 30, 1981

SCHOOL	BALANCE JULY 1, 1980	PROVISIONS	DEBITINGS	BALANCE JUNE 30, 1981
Belle Chasse High School	\$308,694	\$ 314,876	\$ 287,122	\$ 336,448
Belle Chasse Middle School	34,279	312,495	135,128	31,646
Belle Chasse Primary School	34,225	196,934	138,375	52,784
Buras High School	63,147	287,247	243,580	86,814
Buras Middle School	28,902	75,345	82,588	21,659
Port Sulphur High School	14,142	166,501	94,354	26,289
Theriot High School	18,522	58,729	28,884	17,367
Southwille-Wesice High School	<u>23,094</u>	<u>142,120</u>	<u>145,873</u>	<u>29,341</u>
TOTALS	\$527,709	\$1,294,440	\$1,127,728	\$1,294,421

PLAQUEMINE PARISH SCHOOL BOARD
SCHOOL ACTIVITY AGENCY FUNDS
SCHEDULE OF CHANGES IN FUNDS DUE TO OTHERS
FOR THE YEAR ENDED JUNE 30, 1981

Deposit balance at beginning of year	\$ 327,764
Additions	1,204,448
Deductions	<u>11,322,290</u>
DEPOSIT BALANCE AT END OF YEAR	\$ <u>309,922</u>

PLAQUEMINE PARISH SCHOOL BOARD
 SCHEDULE OF COMPENSATION PAID BOARD MEMBERS
 FOR THE YEAR ENDED JUNE 30, 1981

BOARD MEMBER	AMOUNT
Carlton Lafrance (President 1/81-4/81)	120,000
Shawn Heppel (President 7/80 - 12/80)	30,000
Lawrence Bousfield	9,600
Lisa Cross	9,600
Sharon Bath	9,600
Paul Lemaire	9,600
Helga Barrois	9,600
Bobby Benedict	9,600
William Mertz	9,600
TOTAL	207,600

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to the school board members was prepared in compliance with House Concurrent Resolution No. 94 of the 1979 Session of the Louisiana Legislature.

The compensation of the school board members is included in the general administrative expenditures of the General Fund. In accordance with Louisiana Revised Statute 17:56, the school board members have elected the monthly payment method of compensation. Under this method, each member of the school board receives \$960 per month and the president receives \$960 per month for performing the duties of this office.

**PLAQUEMINE PARISH SCHOOL BOARD
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS
FOR THE YEAR ENDED JUNE 30, 1997**

December 9, 1997

Plaquemine Parish School Board
Belle Chasse, Louisiana

We have audited the financial statements of the Plaquemine Parish School Board, as of and for the year ended June 30, 1997, and have issued our report thereon dated December 9, 1997. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the School Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards which is described in the accompanying schedule of findings and questioned costs as Item 97-1. We also noted certain immaterial instances of noncompliance that we have reported to management in a separate letter dated December 9, 1997.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the School Board's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as Item 97-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe Item 97-1 described above to be a material weakness.

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

Dorinda Lee Chapman, CPA, CGA, CMA, CFP

**PLAQUEMINE PARISH SCHOOL BOARD
 INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
 APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER
 COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133
 FOR THE YEAR ENDED JUNE 30, 1997**

December 9, 1997

Plaquemine Parish School Board
 Belle Chasse, Louisiana

Compliance

We have audited the compliance of Plaquemine Parish School Board, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 1997. The School Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the School Board's management. Our responsibility is to express an opinion on the School Board's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audit of Federal, Local Governments, and Non-Profit Organizations. These standards and OMB Circular A-133 require that we plan and perform the audit of obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Board's compliance with these requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the School Board's compliance with these requirements.

In our opinion, the School Board complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1997.

Internal Control Over Compliance

The management of the School Board is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the School Board's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted a matter involving the internal control over compliance and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the School Board's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 92-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program 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 over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe item 92-1 described above is a material weakness.

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

Donald W. Chapman, Morgan & Keefe, LLP

PLAQUEMINE PARISH SCHOOL BOARD
 SCHEDULE OF EXPENDITURES OF FEDERAL MONIES
 FOR THE YEAR ENDING JUNE 30, 1992

MAJOR FEDERAL MONIES

Federal CFR Number		1992 Expenditures
<u>Received through the State of Louisiana:</u>		
<u>Elementary Programs:</u>		
18.555	National School Lunch Program	\$ 229,763
18.553	National School Breakfast Program	<u>218,968</u>
	Total Department of Agriculture	448,731
<u>Department of Education</u>		
84.818	Educationally Deprived Children	1,804,832
	Total Major Passed Through	1,853,564
<u>Received directly from the federal government:</u>		
<u>Department of Health and Human Services</u>		
93.808	Head Start Program	<u>358,686</u>
	TOTAL MAJOR PROGRAM EXPENDITURES	\$2,212,250
<u>NONMAJOR FEDERAL MONIES</u>		
<u>Received directly from the federal government:</u>		
<u>Department of Agriculture</u>		
84.041	School Assistance in Federally Affected Areas: Maintenance and Operation	\$ <u>48,821</u>
	Total Nonmajor Direct	<u>48,821</u>

PLAQUEMINE PORTER SCHOOL BOARD
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 1982

(Continued)

NONMAJOR FEDERAL AWARDS

Federal CFDA Number		1982 Expenditures
Passed through the State of Louisiana:		
Department of Agriculture		
10.550	Food Distribution	\$ 108,243
Department of Health and Human Services		
93.087	Early Childhood and Start-Up Fund	78,414
Department of Education		
84.087	Adult Education	38,840
84.021	Migrant Education	32,408
84.151	Improving School Programs-- Block Grant	24,717
84.164	Promote Professional Growth of Teachers	33,840
84.188	Drug Abuse Education and Presentation Programs in Schools	29,888
33.714	Health Care Services - Title XIX D/SST	28,888
84.048	Vocational Education	49,470
84.008	Education of Handicapped	<u>218,122</u>
	Total Department of Education	<u>442,781</u>
Department of Social Services		
50.858	Family Act	<u>8,138</u>
	Total Nonmajor Passed Through	<u>482,186</u>
	TOTAL NONMAJOR PROGRAMS	<u>680,687</u>
	TOTAL PROGRAM EXPENDITURES	<u>\$3,026,651</u>

PLAQUEMINES PARISH SCHOOL BOARD
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDING JUNE 30, 1992

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The Schedule of Expenditures of Federal Awards of the Plaquemines Parish School Board has been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. Expenditures are recognized when incurred.

2. DETERMINATION OF TYPE A AND B PROGRAMS:

Federal awards programs are classified as either Type A or Type B programs. For the period ending June 30, 1992, Type A programs consist of the federal programs that expended over \$300,000 and Type B programs are the programs that expended under \$300,000.

**PLAQUEMINE PARISH SCHOOL BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 1997**

SUMMARY OF AUDITOR'S RESULTS:

1. The opinion issued on the financial statements of Plaquemine Parish School Board for the year ended June 30, 1997 was qualified because the school board did not correctly record additions and deletions to its fixed asset inventory.
2. One reportable condition in internal control was disclosed by the audit of the financial statements of Plaquemine Parish School Board and the condition is a material weakness.
3. The audit disclosed an instance of noncompliance which is material to the financial statements of Plaquemine Parish School Board.
4. One reportable condition in internal control over major programs was disclosed by the audit of the financial statements of Plaquemine Parish School Board and the condition is a material weakness.
5. An unqualified opinion was issued on compliance for major programs of Plaquemine Parish School Board for the year ended June 30, 1997.
6. The audit disclosed one finding which is required to be reported by OMB Circular A-133.
7. Plaquemine Parish School Board had four major programs as follows:

	<u>Expenditures</u>
Cluster programs:	
National School Lunch Program	\$ 729,261
National School Breakfast Program	718,886
Educationally Deprived Children	1,008,408
Headstart Program	288,438
	<u>\$2,744,993</u>
8. Type A programs are those programs with federal awards expended during the year ended June 30, 1997 exceeding \$200,000.
9. Plaquemine Parish School Board did not qualify as a low-risk auditee.

Finding Required To Be Reported Under Generally Accepted Governmental Auditing Standards:

FIXED ASSETS (97-1)

Louisiana Revised Statute 24:606 (B) requires every public entity to maintain records of all fixed assets purchased or otherwise acquired for which the entity is accountable, and states that the records shall include information as to the acquisition date, cost, disposition, purpose of disposition, and recipients of disposed assets. The school board in the prior fiscal year took a complete physical inventory and updated its general ledger in accordance to the physical inventory. However, the school board has not correctly recorded additions and deletions to its fixed assets inventory after the physical inventory date.

PLAQUEMINE PARISH SCHOOL BOARD
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 FOR THE YEAR ENDED JUNE 30, 1992

Findings Required To Be Reported Under Generally Accepted Governmental Auditing Standards: (Continued)

FIXED ASSETS: (97-1) (Continued)

The school board has a system to properly record additions and deletions to its fixed asset listing. However, the school board has not implemented all phases of the system. We recommend that the school board implement the system to record all additions and deletions to its fixed asset listing and to reconcile its fixed assets records to the general ledger to ensure proper reporting in the school board's financial statements.

The above condition is a material weakness in internal control and material noncompliance as required to be reported under generally accepted government auditing standards.

Findings and Questioned Costs For Federal Awards

FIXED ASSETS: (97-1)

Louisiana Revised Statute 48:115 (B) requires every public entity to maintain records of all fixed assets purchased or otherwise acquired for which the entity is accountable, and states that the records shall include information as to the acquisition date, cost, disposition, purpose of disposition, and recipients of disposed assets. The school board in the prior fiscal year took a complete physical inventory and updated its general ledger to agree to the physical inventory. However, the school board has not correctly recorded additions and deletions to its fixed assets inventory after the physical inventory date.

The school board has a system to properly record additions and deletions to its fixed asset listing. However, the school board has not implemented all phases of the system. We recommend that the school board implement the system to record all additions and deletions to its fixed asset listing and to reconcile its fixed assets records to the general ledger to ensure proper reporting in the school board's financial statements.

The above condition is a material weakness in internal control, as required to be reported by OMB Circular 4-113.

PLAQUEMINES PARISH SCHOOL BOARD
 SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
 FOR THE YEAR ENDED JUNE 30, 1982

(UNRECORDED)
 OR
 QUESTIONED
 COSTS

PROGRAM/REQUIREMENT

FINDINGS/NONCOMPLIANCE

General Requirements

Title 1/Davis Bacon
 Act

- 1) The school board did not monitor Davis Bacon Act requirements during construction of a trailer. Federal requirements state that construction activity which involves labor cost is to be monitored using the Davis Bacon requirements and wages paid must equal the wages established by the Department of Labor.

We recommended that the school board review grant agreement to determine if the Davis Bacon Act is applicable and monitor the requirements of the act.

During the audit of the year ended June 30, 1981, no federal funds were expended for construction activity.

All Programs/
 Administration

- 2) Fixed assets acquired with federal funds are required to be separately identified on the fixed asset inventory. The school board's fixed asset inventory separately identifies assets purchased with federal funds; however, assets purchased prior to the physical inventory are not identified in all instances.

It was recommended that the fixed asset inventory be updated to identify assets purchased with federal funds prior to the inventory.

During the audit of the year ended June 30, 1981, it was noted that the fixed asset inventory was updated to identify assets purchased with federal funds prior to the inventory.

PLAQUEMINE PARISH SCHOOL BOARD
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDING JUNE 30, 1992

PROGRAM/PROJECT	FINDING/NONCOMPLIANCE	[UNCORRECTED] OR QUESTIONED COSTS
Specific Requirements		
National School Lunch Program/Eligibility	<p>1) Federal guidelines state that the food service department's verification report for free and reduced price meal applications must be completed by December 15 for the current school year. The food service department did not complete the food program verification procedures for the fiscal year ended June 30, 1990 until December 15, 1990.</p> <p>We recommended that the due dates be communicated to the staff and that the reports be monitored to ensure that they are submitted timely.</p> <p>During the audit of the year ended June 30, 1991, it was determined that the verification report was completed timely.</p>	
Educationally Deprived Children - Local Educational Agencies (Title II) Eligibility	<p>2) The Title II contract for the school year 1994 - 1995 did not contain a clause which stated that the school board had specific library resources available to assist the children in the Title II program. This statement should be present in the section which describes the annual assessment of educational needs.</p> <p>We recommended that future contracts be reviewed to ensure that all items required in the annual assessment of educational needs are present.</p> <p>The contract for the school year 1995-1996 contained all items required in the annual assessment of educational needs.</p>	

PLAQUEMINES PARISH SCHOOL BOARD
 SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
 FOR THE YEAR ENDED JUNE 30, 1997

(UNRECORDED)
 OR
 QUESTIONED
 COPIES

PROGRAM/REQUIREMENT

FINDINGS/NONCOMPLIANCE

Specific Requirements:

Administration for
 Children, Youth and
 Families (Head
 Start)/Eligibility

- 2) The head start program states that ninety percent of the children must come from families whose income is below the federal poverty guidelines or who are receiving public assistance. Also, ten percent of the enrollment should consist of children with disabilities (mental, physical, or social). The school board's head start program did not keep documentation of the testing for these requirements; therefore, it could not be determined if these percentages had been obtained.

We recommended that these calculations be maintained to verify that the percentages of poverty/assistance families and disabled children have been met as required by the guidelines.

During the audit of the year ended June 30, 1997, it was determined that these calculations were maintained.

- 4) During testing of eligibility, it was determined that a number of the files did not have the following required documentation:
- 1) Documentation to prove that the parent lived in the area.
 - 2) Information that stated that head start services were offered in the following year.
 - 3) Birth certificates.

**PLAQUEMINE PARISH SCHOOL BOARD
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 1992**

PROGRAM/REQUIREMENT	FINDING/NONCOMPLIANCE	[YES/NO/NA] OR QUANTIFIED DOLLARS
Specific Requirements	<p>4) Documentation that supported the residency of the student for the area applied to attend.</p> <p>5) Proof of income.</p> <p>6) Immunization documents.</p> <p>We recommended that the student files be reviewed to ensure that all pertinent information is maintained.</p>	
	<p>During audit testing of eligibility for the year ended June 30, 1991, the files examined contained all pertinent information.</p>	
Administration for Children, Youth and Families (Head Start)/ Types of Services Allowed or Disallowed	<p>5) In the school year 1994 - 1995, the head start program purchased supplies which cost \$27,980. This allocation should have been used to pay administrative salaries for the months of June, July and August. The general fund paid the salaries and in school year 1995 - 1996, the head start program received an additional grant to reimburse the general fund.</p>	
	<p>We suggested that the funds be spent on the budget line item approved.</p>	
	<p>During audit testing for the year ended June 30, 1997, it appeared that funds were spent on the budget item approved.</p>	

FIXED ASSETS:

In the prior fiscal year, the school board took a complete physical inventory of its fixed assets and updated its general ledger to agree to the physical inventory. However, the school board has not correctly recorded additions and deletions to its fixed asset inventory after the physical inventory date as follows:

- 1) The fixed asset inventory schedules for additions and deletions are not reconciled to the general ledger on a regular basis.
- 2) Relations of fixed assets are not consistently removed from the fixed assets inventory. Several items selected from the fixed assets inventory for testing were determined to have been disposed during the fiscal year, but not removed from the inventory.
- 3) There are assets in various locations that are not included on the fixed asset inventory. Several items selected from various locations could not be located on the fixed asset inventory.
- 4) Additions of fixed assets are not consistently recorded for asset constructed or in progress during the fiscal year.

We recommend the school board hire or appoint a fixed asset coordinator. The position's duties should include tagging of assets, test counting assets at all locations, ensuring that additions and deletions are properly recorded on the fixed asset inventory and the general ledger, and conducting a year-end physical count of fixed assets.

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.

Other conditions came to our attention during the course of the audit which are not considered reportable conditions; however, we felt these conditions should be presented to management.

SCHOOL ACTIVITY FUNDS:

During audit testing of school activity funds, the following were noted:

- a) One school makes deposits only on a biweekly basis or when the cash on hand reaches \$600.00. The cash is kept in a safe on the premises until the time of deposit.
- b) One school did not require the club sponsor's signature on request for disbursement forms submitted to school secretary. Accordingly, there is the possibility that funds may be requested by unauthorized individuals.

As a result of the above conditions, there exists the possibility of misappropriation of funds or improper reporting of school activity funds. We recommend that procedures be implemented to allow better controls over school activity funds.

SALES TAX COLLECTION AGREEMENT:

The school board's sales and use tax levies are collected by the sales tax department of the Plaquemine Parish Government. The school board's agreement with the Plaquemine Parish Government for the tax collection was made in 1970 and has not been updated since that time.

It is recommended that the school board obtain an updated agreement with the Plaquemine Parish Government for collection of sales taxes.

MINIMUM FOUNDATION PROGRAM:

The school board is required to submit to the Louisiana Department of Education a student membership count as of October 1 of the school year for use in the Minimum Foundation Program funding formula. In an audit of the October 1, 1992 count by the Department of Education, it was determined that the count should be reduced by a total of 497 students. The audit report recommended that the Minimum Foundation Program funding should be reduced to reflect the change. At the present time, the amount of the potential reduction is not determinable.

For the October 1, 1992 count, the school board implemented a new software program to accumulate student membership data. In the conversion of data from the old program to the new one, student count data in some instances was duplicated. The situation should be isolated to the year of transition only.

It is recommended that a review of the new software program be conducted to ensure that student membership count data is accumulated correctly in the future.

We also noted instances of noncompliance to laws and regulations, as follows:

TAGGING OF FIXED ASSETS:

RS 39:223 requires a uniform system of marking and identifying government property. The school board has a system to tag all assets including additions. Based on our testing in this area the system is operating as prescribed. However, during observation of fixed assets, it was noted that several assets were not tagged. Through further investigation, it was determined that in some instances tags were sent to the schools and the schools had not placed the tags on the assets.

It is recommended that all assets at school locations be reviewed to determine that they are properly tagged.

1992 SALES TAX RESERVE:

The bond indenture of the 1992 Sales Tax School Bonds requires that any monies in the Reserve Fund be invested in direct obligations of the United States, maturing in five years or less. This was consistent with the 1992 state law for investments. The Reserve Fund currently has investments of 1999 America and INLC Bonds, which have maturity dates of greater than five years. These monies are invested in obligations allowed by current state law, which has been revised since the issuance of the bond indenture. However, the bond indenture has not been changed, and therefore, the monies in the Reserve Fund are not invested in accordance with the terms of the bond indenture.

We recommend that the school board invest the Reserve fund monies in direct obligations of the United States, maturing in five years or less to be in compliance with the bond indenture or amend the bond indenture to be in compliance with the current state law on investments.

BUDGET ACT:

LSA 28:1309 requires that budget amendments be published in the entity's official journal. The school board's final budget amendments for the year were not published in the school board's official journal. Accordingly, the school board is in noncompliance with the Budget Act.

We recommend that school board personnel review the requirements of the Budget Act and perform all such requirements in the future.

We also noted instances of immaterial noncompliance with the requirements of OMB Circular A-133, as follows:

FOOD SERVICE:

Federal guidelines state that a breakfast meal should contain a meat or a meat substitute. During audit testing of menu contents, it was noted that several menus tested did not include a meat or meat substitute.

The food service department is in the process of implementing a new menu system based on other approved guidelines. As the new system is not yet fully implemented, the food service department was unable to provide documentation of adherence to guidelines.

We recommend that the food service department adhere to the previous guidelines until documentation is available to support adherence to the new menu requirements.

FIXED ASSETS WITH FEDERAL FUNDS:

Fixed assets acquired with federal funds are required to be separately identified on the Fixed asset inventory. During inventory observation it was noted that a computer was not properly identified as purchased with federal funds. Thus, the school board is not in compliance with federal regulations.

It is recommended that the fixed assets inventory be reviewed to separately identify assets acquired with federal funds.

We would like to express our sincere appreciation for the cooperation and assistance from the school board's personnel during the course of the audit.

This report is intended solely for the information and use of management, the Plaquemines Parish School Board and the Legislative Auditor.

Sincerely,

DEPLANTIER, BRADSHAW, HOGAN & BAUER, LLP



WILLIAM C. STEARNS, CPA
Partner