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VILLAGE OF PROVINCIAL, LOUISIANA

ANNUAL FINANCIAL REPORT

JUNE 30, 1997

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Release Date _____

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LEGISLATIVE AUDITOR
UNION ROUGE, LA

Village of Peotoma, Louisiana

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Johnson, Thomas & Cunningham
Registered Public Accountants

State of Louisiana, CPA's - A Registered Profession (continued)

John S. Thomas, CPA - A Registered Profession

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TX 0002-000-0007

ACCOUNTANTS' COMPILATION REPORT
ON THE FINANCIAL STATEMENTS

The Honorable Eugene Parker, Mayor
and Village Aldermen
Village of Frenship, Louisiana

We have compiled the accompanying general purpose financial statements of the Village of Frenship, Louisiana, as of June 30, 1987, and for the year then ended, in accordance with Statements on Standards for accounting and review services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the modified accrual basis of accounting, which is the generally accepted accounting methods established by the Governmental Accounting Standards Board for governmental units.

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

Johnson, Thomas & Cunningham
Johnson, Thomas & Cunningham, CPAs

November 14, 1987
Metairie, Louisiana

Village of Prosser, Louisiana

Consolidated Balance Sheet-All Fund Types and Accounts Group
Year-End, 1997

Assets	Governmental Fund Types		Proprietary Fund Types	Long-Term Debt	General Fund Types		Totals (Memorandum Only) 1997
	General	Capital Projects			General	Special Assessments	
Cash	\$26,000	\$0	\$ 18,000	\$ 0	\$ 0	\$ 44,000	
Receivables	134	0	18,900	0	0	19,034	
Prepaid Assets							
Money Deposits	0	0	18,000	0	0	18,000	
Bond Redemption Funds	0	0	20,470	0	0	20,470	
Contingency Funds	0	0	5,870	0	0	5,870	
Accounts Available for Payment of Long-Term Debt	0	0	0	3,731	0	3,731	
Fixed Assets, Plant & Equipment	0	0	1,806,600	0	0	1,806,600	
Less: Accumulated Depreciation	0	0	(241,270)	0	0	(241,270)	
Investments, Equipment & Land	0	0	0	0	63,800	63,800	
Total Assets	\$26,134	\$0	\$1,824,570	\$3,731	\$63,800	\$1,918,235	
Liabilities							
Accounts Payable	\$ 1,623	\$0	\$ 5,292	\$ 0	\$ 0	\$ 6,915	
MF-City Bank	0	0	0	3,731	0	3,731	
Approved Liabilities Payable							
From Political Activities							
Revenue Bonds	0	0	4,000	0	0	4,000	
Contractor's Deposits	0	0	18,000	0	0	18,000	
Accrued Interest	0	0	2,770	0	0	2,770	
Revenue Bonds Payable	0	0	183,800	0	0	183,800	
Total Liabilities	\$ 1,623	\$0	\$ 1,023,862	\$3,731	\$ 0	\$ 1,129,216	
Fund Equity							
Investment of Capital Federal Grants	\$ 0	\$0	\$1,600,000	\$ 0	\$ 0	\$1,600,000	
Investment in Capital Fund Assets	0	0	0	0	63,800	63,800	
Unassigned Encumbrances							
Unassigned (Excess)	0	0	(28,332)	0	0	(28,332)	
Fund Balances-							
Unassigned-Budget Services	5,270	0	0	0	0	5,270	
Unassigned-Unassigned	28,864	0	0	0	0	28,864	
Total Fund Equity	\$24,134	\$0	\$1,571,668	\$ 0	\$63,800	\$1,659,602	
Total Liabilities & Fund Equity	\$26,134	\$0	\$1,824,570	\$3,731	\$63,800	\$1,918,235	

See an accountants' compilation report.

Village of Prichard, Louisiana

Combined Statement of Revenues, Expenditures and Changes in Fund Balances—
Governmental Fund Types
Year Ended June 30, 1997

	Governmental Fund Types		Total
	General	Capital Projects	(Monies-in-Only) 1997
Revenues:			
Licenses & Permits	\$ 77,667	\$ 0	\$ 77,667
Intergovernmental	3,875	45,689	49,564
Miscellaneous	3,413	0	3,413
Total Revenues	\$ 84,955	\$ 45,689	\$ 130,644
Expenditures:			
Current:			
General Government	\$ 51,791	\$ 65,605	\$ 117,396
Public Safety	1,582	0	1,582
Total Expenditures	\$ 53,373	\$ 65,605	\$ 118,978
Excess (Deficiency) of Revenues Over Expenditures	\$ 31,582	\$ 0	\$ 31,582
Other Financing Sources (Uses):			
Operating Transfers In	16,337	0	16,337
Debt Proceeds	3,828	0	3,828
Excess (Deficiency) of Revenues and Other Sources Over Expen- ditures	\$ 51,747	\$ 0	\$ 51,747
Fund Balance—Beginning of Year	22,137	0	22,137
Fund Balance—End of Year	\$ 73,884	\$ 0	\$ 73,884

See accountants' compilation report.

Village of Provoost, Louisiana

Combined Statement of Revenues, Expenditures and Changes in Fund Balances—
Budget (GAAP) Basis and Actual
General and Capital Projects Fund Types
Year Ended June 30, 1997

	General Fund			Capital Projects		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:						
Licenses & Permits	104,000	\$ 27,667	\$ 1,667	\$ 0	\$ 0	\$ 0
Intergovernmental	3,000	3,095	(334)	3,000	3,000	0
Miscellaneous	1,000	3,611	2,411	0	0	0
Total Revenues	\$28,000	\$33,373	\$ 1,744	\$3,000	\$3,000	\$ 0
Expenditures:						
Current:						
General Government	\$17,000	\$ 31,791	\$24,191	\$3,000	\$3,000	\$ 0
Public Safety	1,400	1,792	392	0	0	0
Total Expenditures	\$18,400	\$33,583	\$23,583	\$3,000	\$3,000	\$ 0
Excess (Deficiency) of Revenues Over Expenditures	\$ 0	\$ (1,410)	\$ (1,410)	\$ 0	\$ 0	\$ 0
Other Financing Sources (Uses):						
Operating Transfers In (Out)	0	16,537	16,537	0	0	0
Debt Proceeds	0	1,270	1,270	0	0	0
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$ 0	\$ 1,417	\$ 1,417	\$ 0	\$ 0	\$ 0
Fund Balance—Beginning of Year	22,112	22,112	0	0	0	0
Fund Balance—End of Year	\$22,112	\$23,529	\$ 1,417	\$ 0	\$ 0	\$ 0

Village of Proctor, Louisiana

Statement of Revenues, Expenses and Changes in Retained Earnings-
Proprietary Fund Type
Enterprise Fund
Year Ended June 30, 1997

	Totals 1997
Operating Revenues	
Utility Sales & Miscellaneous	\$178,200
Operating Expenses	
Gas Purchased	\$ 88,341
Maintenance & Labor	58,940
Supplies, etc.	18,115
Electricity	8,629
Total	\$174,025
Administration	
Office Expenses	\$ 1,905
Insurance	13,178
Taxes & Licenses	6,487
Legal & Accounting	3,680
Miscellaneous	868
Total	\$ 27,118
Depreciation	\$ 28,605
Total Operating Expenses	\$174,116
Operating Income (Loss)	\$ 4,084
Non-Operating Revenues (Expenses)	
Interest Income	\$ 1,209
Interest Expense	(13,598)
Total	\$ (12,389)
Other Financing Sources (Uses)	
Transfers In/Out	\$416,317
NET INCOME (LOSS)	\$ (14,618)
Retained Earnings-Beginning	182,487
Retained Earnings-Ending	\$ 167,869

See accountants' compilation report.

Village of Prosser, Louisiana
Statement of Cash Flows
Proprietary Fund Type-Enterprise Fund
Year Ended June 30, 1987

	1987
Cash Flows from Operating Activities:	
Net Income (Loss) for the Year	\$(16,815)
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:	
Depreciation	28,605
(Decrease) in Accounts Receivable	(3,985)
Decrease in Restricted Assets	1,884
Increase in Accounts Payable	414
Increase in Restricted Assets Payable	____08
Net Cash Provided by (Used by) Operating Activities	<u>\$ 9,107</u>
Cash Flows from Financing Activities:	
Repayment of Long-term Debt	\$ (21,028)
Net Cash Provided (Used) by Financing Activities	<u>\$ (21,028)</u>
Net Increase (Decrease) in Cash	\$ 4,187
Cash at Beginning of Year	15,615
Cash at End of Year	<u>\$ 19,802</u>

See accountants' compilation report.

NOTES TO THE FINANCIAL STATEMENTS

Village of Provençal, Louisiana
Notes to Financial Statements
June 30, 1997

1. Introduction

The Village of Provençal, Louisiana, is incorporated under the Louisiana Act with a Mayor-Board of Aldermen form of government. The executive branch of government is headed by the Mayor and a Legislative branch consisting of three Aldermen.

This report includes all funds and account groups which are controlled or dependent on the Village of Provençal's executive and legislative branches (the Mayor and Aldermen). Control by or dependence on the Village of Provençal was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of government body, and other general oversight responsibility.

The Village's operations include police, streets and drainage, and general and administrative services. In addition, the Village operates a Utility System which provides water, sewer and gas services.

2. Summary of Significant Accounting Policies:

A. Reporting Entity:

As the municipal governing authority, for reporting purposes, the Village of Provençal is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government Village, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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 Village of Provençal for financial reporting purposes. 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. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the municipality 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 municipality.
2. Organizations for which the municipality does not appoint a voting majority but are factually dependent on the municipality.

Village of Provesal, Louisiana
Notes to Financial Statements
June 30, 1997

3. Organizations for which the reporting entity financial statements would be misleading if data of the organizations is not included because of the nature or significance of the relationship.

As required by generally accepted accounting principles, these financial statements present the Village of Provesal as the primary government. The Village does not have any component units.

B. Fund Accounting

The accounts of the Village of Provesal are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into three generic funds types and two broad fund categories as follows:

Governmental Funds-

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

Capital Projects Funds-Capital Projects Funds are used to account for the acquisition and construction of major capital facilities.

Enterprise Fund-

Enterprise Fund-The Enterprise Fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fund Assets-The accounting and reporting treatment applied to the fund assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

Village of Proctor, Louisiana
Notes to Financial Statements
June 30, 1997

Fixed Assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, and are recorded as expenditures in the governmental fund type when purchased. Assets are valued at historical cost. The Village has elected not to capitalize public domain ("infrastructure") fixed assets consisting of certain improvements other than buildings, including roads, bridges, sidewalks, and drainage improvements. No depreciation has been provided on general fixed assets.

The account group is not a "fund". It is concerned only with the measurement of financial position, and is not involved with the measurement of results of operations.

The proprietary fund is accounted for as a cost-of-services or "capital maintenance" measurement focus, and all assets and all liabilities (whether current or noncurrent) associated with its activity are included on the balance sheet.

Depreciation of all exhaustible fixed assets used by the proprietary fund is charged as an expense against the operations. Depreciation has been provided over the estimated useful lives using the straight-line method. Assets are shown at historical cost less an allowance for depreciation. The allowance for depreciation at June 30, 1997 was \$241,337 and \$212,732 at June 30, 1996. The estimated useful lives are as follows:

Water System	48 years
Gas System	48 years
Sewer System	75 years

C. Basis of Accounting

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

Revenues are recognized when they become measurable and available as net current assets.

Expenditures are recognized when the related fund liability is incurred.

Other Financing Sources (Uses)

Transfers between fund that are not expected to be repaid are accounted for as other financing sources (uses). These are recorded at the time of the transfer.

Village of Provençal, Louisiana
 Notes to Financial Statements
 June 30, 1987

All proprietary funds are accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet.

The proprietary funds use the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized at the time liabilities are incurred.

D. Budgets and Budgetary Accounting

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

1. The Mayor prepares the budget which is to be submitted to the Board of Aldermen at the May meeting of the Board. The budget is to be voted on at the first meeting.
2. The budget can be amended after adoption by the Mayor submitting an amended budget to the Board, and adoption by the Board.
3. All budgetary appropriations lapse at the end of each fiscal year.
4. Budgets for the General fund are adopted on a basis consistent with generally accepted accounting principles (GAAP).

E. Inventories

Water, sewer and gas system supplies used in the proprietary fund are expensed when purchased since the amount on hand, if any, is not material in amount.

F. Retirement Commitments

The employees of the Village of Provençal are not covered by any pension system, other than the social security system.

G. Unpaid Accumulated Vacation and Sick Pay

At June 30, 1987 there was no unpaid accumulated vacation or sick pay.

H. Encumbrance Accounting

The Village of Provençal does not employ the use of "encumbrance" accounting methods.

Village of Ferrisville, Louisiana
Notes to Financial Statements
June 30, 1997

J. Bad Debts

Uncollectible amounts due for customer's utility receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. Allowance for bad debts at June 30, 1997, was \$480.

K. Total Columns on Combined Statements - Overview

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

L. Cash and Cash Equivalents

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

Under state law, the Village may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At June 30, 1997, the Village did not have any investments.

M. Restricted Assets

Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. These covenants are more fully described in Note 6.

N. Fund Equity

Contributed Capital

Contributed capital is recorded in proprietary funds that have received capital grants when such resources are restricted for the acquisition or construction of capital assets. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired or constructed from such resources.

Village of Prerouse, Louisiana
Notes to Financial Statements
June 30, 1997

Reserves

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

3. Restricted Assets - Proprietary Fund Type:

Restricted assets were applicable to the following at June 30, 1997:

	1997
Customer's Deposits	\$10,993
Bond Redemption Funds	21,472
Bond Contingency Fund	5,677
Total	\$38,142

4. Changes in General Fund Assets:

A summary of changes in general fund assets follows:

	Balance at July 1, 1996	Additions	Deletions	Balance at June 30, 1997
Land, Building & Equipment	\$52,216	\$11,628	\$2	\$63,842

5. Contract of Indebtedness:

During the year ended June 30, 1997 the Village incurred debt in certificate of indebtedness issued for the purchase of a new vehicle totaling \$7,070 on May 22, 1997. The note is for 12 months and bears a rate of interest of 7.17%. Transactions related to this certificate of indebtedness for 1997 are as follows:

	1997
Beginning Balance	\$ 7,070
Payments made during year	(1,795)
Total	\$ 5,275

Village of Peconic, Louisiana
Notes to Financial Statements
June 30, 1997

6. Changes in Long-Term Debt

The following is a summary of bond transactions of the Village for the year ended June 30, 1997:

	Revenue Bonds
Bonds Payable at July 1, 1996	\$11,000
Less, Bonds Retired	<u>14,000</u>
Bonds Payable at June 30, 1997	\$22,000

Bonds payable at June 30, 1997 are comprised of the following individual issues:

	Issue Date	Final Maturity	Rate	Total
1975 Water Revenue Bonds	7-28-75	1-1-85	5%	\$12,000

The annual requirements to amortize all debt outstanding as of June 30, 1990 including interest payments of \$62,850 are as follows:

1990	\$ 9,150
1991	9,150
2000	9,150
2001	9,150
2002	9,900
2003 through 2005	117,600
Total	\$169,200

7. Flow of Funds, Restriction on Use - Water Funds

On May 2, 1975, the Village of Peconic borrowed \$157,600 from the Farmers Home Administration for the development of a water system. The note was secured by a revenue bond in the amount of \$157,600 and pledge of revenues from the sale of water. The establishment of a Reserve Bond Fund was required. The amount required was five percent of the monthly payment of the revenue bond. This amount is to be deposited monthly into the fund until there is accumulated funds an amount equal to the highest annual debt service payable in any future year - \$10,254. General Electric Capital Corporation has purchased the note from the Farmers Home Administration.

The establishment of a depreciation and contingency fund was also required with an initial payment of \$2,000 into the fund. Monthly amounts of \$40 are to be set aside into this fund. The fund can be used for maintenance of the system.

Village of Pryorville, Louisiana
Notes to Financial Statements
June 30, 1997

8. **Litigation**

At June 30, 1997, the Village was a party to one continuing civil suit seeking damages against the Village. Lawyers for the Village are of the opinion that the case has little merit. The suit is currently in the discovery stage, and the plaintiff's have not yet offered any evidence to establish their claims.

9. **Cash and Investments**

The Village's cash is held in separate cash accounts, and accounted for separately in each of the Village's funds. At June 30, 1997, the Village's cash totaled \$83,267. All of this cash is held by banks, and \$83,267 is covered by FDIC insurance.

The Village's cash is categorized below to give an indication of the level of risk assumed by the Village at June 30, 1997. Category 1 includes cash held by the Village which is insured and held in the Village's name. Category 2 would include cash and investments held in the Village's name which is uninsured or unregistered. Category 3 would include the Village's cash held by a trustee or other third party not in the Village's name and uninsured and unregistered.

	Category <u>1</u>	Category <u>2</u>	Category <u>3</u>	Carrying Value
Total Cash & Cash Equivalents	\$83,267	\$0	\$0	\$83,267
FDIC Insurance	\$3,267	0	0	\$3,267
Balance Uninsured	\$____0	\$0	\$0	\$____0

10. A summary of proprietary land property, plant and equipment as June 30, 1997, follows:

Land	\$ 38,258
Gas System	68,196
Water System	384,953
Sanwer System	1,445,736
Total	\$1,937,143
Less, Accumulated Depreciation	(124,133)
Net	\$1,813,010

11. **Proprietary Funds**

Segment information disclosure for the different types of utility fund services provided is not available since these services are combined by the Village's accounting system.

Village of Provençal, Louisiana
Notes to Financial Statements
June 30, 1997

12. Changes in Contributed Capital:

For the year ended June 30, 1997, contributed capital remained unchanged at \$1,612,006.

13. Payable Disbursements

Name	Amount
Dody Campbell	\$ 680
Kath Kay	680
Sherry Woodel	680
Total	<u>\$2,040</u>

Members of the Board of Aldermen have instituted a program to voluntarily contribute these amounts back to the Village.

Johnson, Brown & Cunningham
Registered Public Accountants

Page 18

John G. Brown, CPA, A. Professional Registration (retired)

Paul D. Brown, CPA, A. Professional Registration

Ray A. Cunningham, CPA, A. Professional Registration

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**INDEPENDENT AUDITORS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

The Honorable Eugene Foster, Mayor
and Village At-Large
Village of Proverce, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Proverce and the Legislative Audit, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Proverce's compliance with certain laws and regulations during the year ended June 30, 1997 included in the accompanying Louisiana Anticorruption Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$25,000, and determine whether such purchases were made in accordance with LSA-RS 58:221-224 (the public bid law).

Not applicable.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1181-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (1) were also included in the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (1)] appeared on the list provided by management in agreed-upon procedure (2).

Analysis

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

Management provided us with a copy of the original budget. There were amendments to the budget during the year.

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

We traced the adoption of the budget to the minute book.

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

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

8. Randomly select six disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

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

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

All payments examined were properly approved by the proper authorities.

Observations

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-BS 42:1 through 42:13 (the open meetings law).

The Village of Proverost is only required to post a notice of each meeting and the accompanying agenda on the door of the Village's office building.

Debt

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

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

Advances and Benefits

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

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

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

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

Johnson, Thomas & Cunningham, CPAs
Johnson, Thomas & Cunningham, CPAs

November 14, 1997
New Orleans, Louisiana