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**Plaquemine Parish Economic
Development District**

**ANNUAL FINANCIAL STATEMENT
ATTESTATION REPORTS**
December 31, 1987

(See Accountant's Compilation Report)

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/14/88

ROBIN G. NICHOLS
Certified Public Accountant
Belle Chasse, Louisiana

PLAQUEMINES PARISH ECONOMIC DEVELOPMENT DISTRICT

TABLE OF CONTENTS

December 31, 1997

	Page(s)
Accountant's Report.....	1
Statement of Cash Receipts and Disbursements.....	2
Notes to financial statements.....	3
Independent Accountant's Report on Applying Agreed Upon Procedures	4 - 6
Louisiana Automation Questionnaire.....	7 - 8
The District's Corrective Action Plan.....	9
The District's Updated Purchasing Policy.....	10 - 14

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Accountant's Compilation Report

To the Board of Directors
Plaquemine Parish Economic Development District
Belle Chasse, Louisiana

I have compiled the accompanying statement of cash receipts and disbursements - cash basis of the Plaquemine Parish Economic Development District as of December 31, 1997 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.

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

As described in Note 1, the Plaquemine Parish Economic Development District prepares its financial statements on the cash basis of accounting, which is a comparative basis of accounting other than generally accepted accounting principles.

In addition, as described in Note 1, the statement of cash receipts and disbursements presents only the portion of the operations of the Plaquemine Parish Economic Development District for funds or "on budget" services received directly by and expenditures disbursed directly by the District for the year ended December 31, 1997, and is not intended to present fairly the results of operations of the entire district or the Parish of Plaquemine.


Robin G. Nichols, CPA
June 8, 1998

**PLACEMENGE PARISH ECONOMIC DEVELOPMENT DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987**

Beginning Cash Balance - January 1, 1987		\$18,180.74
Cash Receipts and On Behalf Services Received		
Funds received directly from		
Plaquemine Parish Government	10,290.00	
On behalf payments from Plaquemine		
Parish Government for grants	48,325.00	
and benefits	658.14	
Interest Income	-----	
Total Cash and Services Received		119,233.14
Cash Disbursements and On Behalf Payments:		
Contracted services	144.00	
Auto expenses	3,858.22	
Business development programs	5,437.70	
Capital expenditures	2,823.88	
Expans./Exhib./Conferences	1,034.88	
Freight	108.87	
Telephone and communications	1,550.89	
Postage	2,288.42	
Office expense	2,080.10	
Internet service	1,888.45	
Accounting	1,251.25	
Travel, meals and entertainment	3,810.38	
Dues, subscriptions & memberships	707.27	
Printing, mailing & advertising	28,171.45	
Professional development	2,957.28	
Salaries and benefits (on behalf paid)	48,325.08	
Supplies	3,308.28	
Utilities	62.38	

Total Cash and On-Behalf Disbursements		108,083.41
Ending Cash Balance - December 31, 1987		\$27,342.47

See Accountant's Certificate Report

**PLAQUEMINES PARISH ECONOMIC DEVELOPMENT DISTRICT
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997**

1.) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of this financial statement follows:

Organization:

The Plaquemines Parish Economic Development District was created by the Plaquemines Parish Council Ordinance No. 28-272 which became effective January 1, 1989. The boundaries of the District are coterminous with the boundaries of the Parish of Plaquemines. The purpose of the District is to promote commerce and industry and the economic development of the Parish of Plaquemines. The powers of the District are provided by the Plaquemines Parish Council and according to the Parish Charter for Local Self-Government and the duties and day to day functioning are based on the by-laws of the Board of the District.

Funding:

The District is funded by the Plaquemines Parish Council. The continued funding is contingent on the Plaquemines Parish Council appropriating funds to the District. For the year ended December 31, 1997, a net amount of \$133,575 was appropriated in the form of a direct grant received by the district in the amount of \$76,250 and in the form of on-behalf payments for salaries and benefits received in the amount of \$48,325. Also, \$16,192.74 in funds was available in the District's checking account on January 1, 1997. The financial statements prepared for the year ended December 31, 1997 with respect to funds actually received by the District; plus, "on-behalf payments" paid by the Plaquemines Parish Government for salaries and benefits of the District's workers.

Basis of Accounting:

The financial statement is prepared on the cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles. Consequently, revenues are recognized when received rather than when earned and expenses are recognized when paid rather than when incurred.

Operating Lease:

At the beginning of 1997, the District's office was and remains located in a facility owned by Plaquemines Parish Government. The District incurred no direct rent expense regarding this office space and no amount is included in the financial statement regarding this office space.

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Page 1 of 3

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

To the Management of Plaquemines Parish Economic Development District
Belle Chasse, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Plaquemines Parish Economic Development District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Plaquemines Parish Economic Development District's compliance with certain laws and regulations during the year ended December 31, 1997 included in the accompanying *Louisiana Alternative Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the 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 \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-1251 (the public bid law).

I reviewed all cash disbursements and determined that there was one purchase for supplies which exceeded \$5,000 and no expenditures for public works exceeded \$50,000. \$5,700 was paid for repairs of a roofing brochure of which \$1,900 was reimbursed by participating business entities and no bids were requested by the district in accordance with the public bid law. Management has been advised of this finding.

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 42:1101-1124 (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 (2) were also included in the listing obtained from management in agreed-upon procedure (2) as immediate family members.

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

Budgeting

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

Management provided us a copy of the original budget and one amendment to the budget during the year.

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

I traced the adoption of the original budget to the minutes of a meeting held on December 5, 1996 which indicated that the budget had been adopted by the Piquetteville Park Commission Council by a vote of eight in favor and none opposed with one member absent.

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

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

Accounting and Reporting

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

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

I 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

I examined the final general ledger and checking accounts for the district for 1997 and found no significant discrepancies in coding of payments to the correct fund and/or general ledger accounts.

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

Inspection of documentation supporting each of the six selected disbursements indicated approvals from Charles L. McCarthy, the district's director and chairman.

Meetings

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

The Plaquemine Parish Economic Development District advertises each board meeting in the local newspaper issued the month prior to the meeting. In addition, notices of such meeting are posted on event bulletin boards in each of Plaquemine Parish's four government office buildings prior to each meeting date. I reviewed sample copies of the newspaper ads and notices but did not observe the physical postings of these notices.

Debit

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

Advances and Advances

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

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

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

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


Robin G. Nichols, CPA

June 8, 1998

APPENDIX F. LOUISIANA ATTESTATION QUESTIONNAIRE

APRIL 6, 1993 Date

RODIN D. NICHOLS, CPA
P.O. Box 137
BOULE CHASSE, LA 70017

(Auditor)

In connection with your compilation of our financial statements as of DECEMBER 31, 1992 and for the period then ended, and as required by Louisiana Revised Statute 28:173 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of APRIL 6, 1993 (date).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 28:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes No

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1118.

Yes No

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 28:1581-14) or the budget requirements of LSA-RS 28:43.

Yes No

Accounting and Reporting

Louisiana Governmental Audit Guide

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:21, and 44:26.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 24:814, 24:882, and/or 24:922, as applicable.

Yes No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:812.

Yes No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes No

Debt

If it true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, we have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 5 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.6A.

Yes No

Advanced and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VI, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:702, and AG opinion 79-725.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any consultations to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<i>Charles L. McQuay</i>	President	4-22-98	Date

Note—Quasi-public entities should make reference to the above statute, unless required to follow with law by contract with their public funding agency. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

PLAQUEMINES PARISH

ECONOMIC DEVELOPMENT DISTRICT

P.O. Box 937 • Belle Chasse, LA 70007
(504) 894-0818 • FAX: (504) 894-8052

PLAQUEMINES PARISH ECONOMIC DEVELOPMENT DISTRICT 1997 Compliance and Auditing Report Corrective Action Plan

June 21, 1998

In accordance with the requirements of the Legislative Audit Advisory Council for reports received by the Legislative Auditor after April 15, 1998, Plaquemines Parish Economic Development District hereby provides a corrective action plan in response to the independent accountant's compliance and management reports and the accountant's management letter.

Five Year Findings (1998):

In 1996, the Plaquemines Parish Civil Service Program was not available to our workers as a result of legal and legislative actions taking place during this time. A court order prevented hiring employees at this time. As a result, paid workers for the District were compensated as nonseasonal contract labor workers. At the suggestion of the independent accountant, the District's board members approached the Plaquemines Parish Commission Council with the recommendation to hire the District's workers. The result was that the District's workers were grandfathered into the Civil Service system due to their tenure. Effective January 1, 1997, both District employees were paid as civil service employees by the Plaquemines Parish Government.

Current Year Findings (1997):

In 1997, a matter regarding compliance with the Louisiana Public Bid law was noted in the independent accountant's management report. The District awarded previously unused brochures for business development in Plaquemines Parish costing \$3,700.00 of which \$1,300 was reimbursed to the district by participating firms given to the Parish. The vendor provided the brochures at a substantial volume discount and saved up to ten to 15% necessary since this was a reorder. However, since the gross purchase was in excess of \$5,000, we understand that the public bid law applies and the reimbursement should not have been considered. To correct this oversight, the Plaquemines Parish Economic Development District is providing a written clarification of a purchase order policy to the District's Chairman and the inclusion bookkeeper stating that "All gross purchases in excess of \$5,000 are to be put out for public bid without regard to contributions or reimbursements by third parties." This clarification will be added to the District's approval authority checklist and provided to all parties authorized to approve purchase orders.

There were no other findings to address from the 1996/1997 independent accountant's reports or management letters.



Charles L. McCarty, Chairman
Plaquemines Parish Economic Development District

PLAQUEMINES PARISH

ECONOMIC DEVELOPMENT DISTRICT

P.O. Box 907 • Belle Chasse, LA 70001
15046 504-8318 • FAX 5043 384-8083

Plaquemines Parish Economic Development Purchasing Policy

- I. For any item in excess of \$100.00 a purchase order must be issued.
 - A. Purchase order must be pre-approved by Chairman/Director.
 - B. Purchase order must include the following information:
 1. Internal charge code
 2. Terms
 3. Ship date
 4. Quantity
 5. Item description
 6. Price
 7. Delivery charges if any
 8. Vendor's complete name, address, phone number, and contact person
- II. All gross purchases in excess of \$1,000.00 are to be put out for public bid without regard to contributions or reimbursements by third parties.
- III. Petty Cash of \$100.00 maximum is kept to cover miscellaneous operating expenses. All reimbursements to the petty cash fund is done through vouchers which included the following information:
 - A. Voucher number
 - B. Date
 - C. Description
 - D. Amount
 - E. Internal charge code
 - F. Person or entity receiving reimbursement.
- IV. Copies of Purchase order, and petty cash forms are attached.

PETTY CASH

[]		DATE []	
DESCRIPTION OF TRANSACTION		AMOUNT	
CHARGE TO ACCOUNT		TOTAL	

Account by _____

EXAMPLE

PETTY CASH PAYMENTS FOR THE MONTH OF

MAY

19 98

Exp	DESCRIPTION	EXP NO	TOTAL AMOUNT	\$ AM. DEBIT EXPENSE	TOTAL MONTHLY PAYMENTS	2ND MONTHLY PAYMENT	3RD MONTHLY PAYMENT	4TH MONTHLY PAYMENT	TOTAL MONTHLY PAYMENTS	AMOUNT
4-5	Fuel CAR	141	\$20.33							\$20.33
4-7	Oil CAR	142	\$18.00							\$18.00
4-23	Repairs on Del. Mfg	143	\$27.58							\$27.58
5-1	Oil Car	144	\$18.00							\$18.00
5-18	Refuelment Del. Mfg	145	\$24.13							\$24.13
	TOTAL		\$100.00	\$20.00					\$81.67	\$48.13
	Cash on hand		\$0.00							
	TOTAL FUNDS		\$100.00							
	Checks to replenish fund		\$100.00							

SOLO

APPROVED BY [Signature]

EXAMPLE

1998 Codes

12120	Salaries & Wages
12180	Advertising - Distribution of booklets
12190	Subscript to Newspapers, etc.
12140	Membership Dues - LTPA Committee meetings, Visiting Service
12280	Printing, Duplicating, Typing & Binding
12220	Printing Stationery & Forms
12410	Postage
12440	Telephone Service
12462	Mobile Phone
12465	Beeper
12580	Rental - Copier
12590	Rental - Post Office Box
12590	Rental - Postage Machine
12680	Main - Office Machines
12880	Professional Services
12850	Prof Svcs. - Accounting & Audit
12851	Prof Svcs. - Annual Audit
12853	Prof Svcs. - Communications - Internet expenses
12855	Prof Svcs. - Computer Programming
12857	Prof Svcs. - Software Support
12900	Insurance
53180	Supplies - Office
53130	Supplies - Copier Machine
53170	Supplies - Computer
53180	Books/Manuals/Instruction Guides
53280	Supplies - Operating
53265	Supplies - Industrial
53618	Gasoline & Oil
54180	Travel & Other Employee Exp
54165	Employee Training
54188	Special Recreation Expense - Bond receiving, refreshments, Booklets, concert savings bonals, W&M Historical Society, Medal of Honor, Calendars - give aways, LTPA, Travel and Vacation Allow
C-54188	Citrus Fund Balan
CW-54188	Civil War Re-enactment
56118	Signs
56488	Acquisition of Vehicles
56418	Automobiles
56513	Computer Software
56517	Computer Hardware
56588	Office Equipment
56598	Office Furniture
56618	Maps

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