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**Housing Authority of St. James Parish  
Lutcher, Louisiana**

*Financial Statements and Supplemental Financial Information*  
Year Ended September 30, 1997  
with  
Reports of Certified Public Accountants  
on Financial and Compliance Examination

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 MAY 27 1998

VanFossen & Miller, L.L.C.  
Certified Public Accountants  
1326 East Race Avenue  
Baton Rouge, Louisiana 70801

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## PHYSICAL SECTION

## Independent Auditors' Report

Board of Commissioners  
Housing Authority of St. James Parish  
2827 King Avenue  
Lafayette, LA 70501

We were engaged to audit the accompanying general purpose and combining financial statements of Housing Authority of St. James Parish as of September 30, 1997, and for the year then ended, as listed in the table of contents. These general purpose and combining financial statements, supplemental financial information-federal awards and the supplemental financial information - statutory (here referred to below) are the responsibility of the authority's management.

As described more fully in the Schedule of Findings and Questioned Costs, we were unable to verify certain material account balances and documentation needed to properly conduct the audits was not available nor were we able to satisfy ourselves as to those financial activities by other auditing procedures.

Since we were unable to apply other auditing procedures to satisfy ourselves about the account balances and available documentation, as discussed in the previous paragraph, the scope of our work was not sufficient to enable us to express, as we do not express, an opinion on the general purpose and combining financial statements referred to in the first paragraph.

We were engaged to audit the general purpose and combining financial statements of Housing Authority of St. James Parish. The accompanying supplemental financial information-Federal Awards is prepared for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133,  audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the general purpose and combining financial statements. As described in Note 1, the accompanying supplemental financial information -Statutory Basis was prepared in conformity with the accounting practices presented by the U.S. Department of Housing and Urban Development, which is a comprehensive basis of accounting other than generally accepted accounting principles. As noted in the above paragraphs, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the Supplemental Financial Information -Federal Awards or the Supplemental Financial Information-Statutory Basis.

March 2, 1998

  
Steven E. Miller, Jr.  
Certified Public Accountant

**GENERAL PURPOSE FINANCIAL STATEMENTS**

Financial Balance Sheet - All Asset Types and Contract Groups  
 September 30, 2015

	Contractual Port Types			Contract Groups		
	General Services	Other Services	Capital Portfolios	Contractual Assets	Contractual Liabilities	Net Contractual
<b>ASSETS AND OTHER DEBITS</b>						
Assets:						
Cash	\$ 1,018,242	\$ -	\$ -	\$ -	\$ -	\$ 1,018,242
Receivables						
Contract	18,476,411	159	159	159	159	18,476,411
Other receivables	25,298,211	224,251,112	159	159	159	25,298,211
Due from other entities	53,628,891	159	61,284,124	159	159	53,628,891
Prepaid assets	53,628,411	159	159	159	159	53,628,411
Deferred assets						
Cash	159	224,251,112	159	159	159	159,000
Other assets	159	159	159	2,442,444,444	159	1,442,444,444
Other assets:						
Amount held in other entities' trust acc. for the provision for contingencies of general long term debt	159	159	159	159	224,251,112	224,251,112
	159	159	159	159	2,442,444,444	2,442,444,444
<b>ASSETS AND OTHER DEBITS</b>	<b>\$ 121,128,124</b>	<b>\$ 224,251,112</b>	<b>\$ 61,284,124</b>	<b>\$ 2,442,444,444</b>	<b>\$ 2,442,444,444</b>	<b>\$ 2,442,444,444</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>						
Liabilities:						
Trade payables						
Trade	\$ 1,218,124	\$ 159	\$ 159	\$ 159	\$ 159	\$ 1,218,124
Other payables	159	159	2,224,124	159	159	12,224,124
Contract liabilities	25,298,211	159	159	159	159	25,298,211
Due to other entities	25,298,411	159	159	159	159	25,298,411
Deferred assets	41,218,124	159	159	159	159	41,218,124
Contract liabilities	25,298,211	159	159	159	159	25,298,211
Trade liabilities	159	159	159	159	2,442,444,444	2,442,444,444
	\$ 121,128,124	\$ 224,251,112	\$ 61,284,124	\$ 2,442,444,444	\$ 2,442,444,444	\$ 2,442,444,444
Equity and other credits:						
Contractual in general long term debt trust accounts	\$ -	\$ 159	\$ 159	\$ 2,442,444,444	\$ 159	\$ 2,442,444,444
Amounts for other services	159	224,251,112	159	159	159	224,251,112
Amounts for payables	25,298,411	159	159	159	159	25,298,411
Reserves, contingencies	224,251,112	159	159	159	159	224,251,112
	\$ 254,251,112	\$ 224,251,112	\$ 159	\$ 2,442,444,444	\$ 159	\$ 2,442,444,444
<b>NET CONTRACTUAL AND OTHER CREDITS</b>	<b>\$ 254,251,112</b>	<b>\$ 224,251,112</b>	<b>\$ 22,224,124</b>	<b>\$ 2,442,444,444</b>	<b>\$ 2,442,444,444</b>	<b>\$ 2,442,444,444</b>

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

Meeting Authority of St. James Parish  
 Council, Louisiana

FINANCIAL STATEMENT OF REVENUES, EXPENDITURES, and Changes in Fund Balances  
 All Governmental Fund Types  
 For the Month Ending 09, 1997

	GOVERNMENTAL FUND TYPES			New Orleans 1997
	Special Revenue	Gifts/ Services	Capital Projects	
<b>Revenues:</b>				
<b>State</b>	\$ 175,000.00	\$ .00	\$ .00	\$ 175,000.00
<b>Operational activities/programs</b>	\$ 27,500.00	\$ 3,000,000.00	\$ 800,000.00	\$ 3,027,500.00
<b>Insurance</b>	\$ 6,000.00	\$ .00	\$ .00	\$ 6,000.00
<b>Miscellaneous</b>	\$ 10,000.00	\$ .00	\$ .00	\$ 10,000.00
<b>Total Revenues</b>	<b>\$ 218,500.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ 800,000.00</b>	<b>\$ 4,018,500.00</b>
<b>Expenditures:</b>				
<b>Personnel</b>				
<b>Working expenditures</b>	\$ 111,000.00	\$ .00	\$ .00	\$ 111,000.00
<b>Capital outlay</b>	\$ 4,000.00	\$ .00	\$ 800,000.00	\$ 804,000.00
<b>Other</b>				
<b>Polysigned insurance</b>	\$ .00	\$ 3,000,000.00	\$ .00	\$ 3,000,000.00
<b>Insurance</b>	\$ .00	\$ 107,700.00	\$ .00	\$ 107,700.00
<b>Total Expenditures</b>	<b>\$ 115,000.00</b>	<b>\$ 3,007,700.00</b>	<b>\$ 800,000.00</b>	<b>\$ 4,922,700.00</b>
<b>Change of Revenues over (under) Expenditures</b>	<b>\$ 103,500.00</b>	<b>\$ 992,300.00</b>	<b>\$ .00</b>	<b>\$ 1,095,800.00</b>
<b>Fund balance, beginning of period</b>				
<b>Fund balance, end of period</b>	<b>\$ 114,000.00</b>	<b>\$ 998,600.00</b>	<b>\$ .00</b>	<b>\$ 1,112,600.00</b>

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

ANNUAL STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
 FUND 001 and Related - All Governmental Fund Types  
 Year Ended September 30, 2007

	Special Revenue Funds		
	Budget	Actual	Variance Favorable Unfavorable
<b>Revenues</b>			
Income	\$ 198,000.00	\$ 173,204.43	\$ 24,795.57
Special Fund - Donations/Grants	147,711.00	147,581.49	129.51
Interest	6,100.00	6,400.00	(299.99)
Other Revenues	5,000.00	11,744.08	(6,744.08)
<b>Total Revenues</b>	<b>\$ 356,811.00</b>	<b>\$ 338,930.00</b>	<b>\$ 17,881.00</b>
<b>Expenditures</b>			
Salaries	\$ 44,000.00	\$ 50,000.00	\$ 6,000.00
Professional fees	23,010.00	23,010.00	-
Travel	20,000.00	20,000.00	-
Public administration	20,000.00	20,000.00	-
Contract services	220,100.00	221,144.70	(1,044.70)
Utilities	60,000.00	67,000.00	(7,000.00)
Debt service - interest	100,000.00	107,000.00	(7,000.00)
Debt service - principal	70,000.00	70,000.00	-
Other maintenance costs	10,000.00	10,000.00	-
Insurance	117,000.00	88,000.00	29,000.00
FDICM	11,000.00	11,000.00	-
Employee benefits	40,000.00	41,000.00	(1,000.00)
Miscellaneous	.00	11,000.00	(11,000.00)
Capital expenditures	10,000.00	14,010.00	(4,010.00)
<b>Total Expenditures</b>	<b>\$ 714,000.00</b>	<b>\$ 705,000.00</b>	<b>\$ 9,000.00</b>
<b>Excess of Revenues over under Expenditures</b>	<b>\$ 85,811.00</b>	<b>\$ 68,930.00</b>	<b>\$ 16,881.00</b>
<b>Fund Revenues, beginning of period</b>		100,000.00	
<b>Fund Balance, end of period</b>		<b>\$ 168,930.00</b>	

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



Housing Authority of St. James Parish  
Lafayette, Louisiana

Notes to the Financial Statements  
September 30, 1987

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

- A. **Organization.** The entity is chartered as a public corporation for the purpose of administering housing programs for low-income families.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low income housing programs in the United States. Accordingly, HUD has contracted with the entity to administer certain HUD funds.

- B. **Financial reporting.** The financial reporting policies of the entity conform to generally accepted accounting principles.

**Specific accounting policies.** The following is a summary of significant accounting policies:

1. **Financial reporting entity.** The entity is a public corporation, legally separate and fiscally independent. As required by generally accepted accounting principles, these financial statements present the financial position and results of operations of Housing Authority of St. James Parish, a primary government. There are no component units to be included herewith, but this report does include all funds, account groups, and programs which are controlled by the entity's governing body.
2. **Fund accounting.** The accounts of the entity are organized on the basis of funds or account groups, each of which is considered to be a separate accounting unit. The operations of each fund are reported as a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Resources are allocated to and for 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 one general fund type (governmental) and the following broad fund categories:

**Governmental Fund Types**

**Special revenue fund** - The special revenue funds are used to account for specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

**Debt service fund** - The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term principal, interest, and related costs.

**Capital projects fund** - The capital projects fund is used to account for financial resources to be used for the acquisition, construction, and major renovation of major capital facilities. Special reporting treatment is also applied in governmental funds when prepaid items are present to indicate that they do not represent "available spendable resources", even though they are a component of net current assets. Such amounts are offset by fund balance reserve accounts.

3. **Fund assets and long-term liabilities.** The accounting and reporting treatment applied to fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental fund types are accounted for on a spending "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spending resources" during a period.

Housing Authority of St. James Parish  
Lusher, Louisiana

Notes to the Financial Statements (Continued)  
September 30, 1997

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on such assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their estimated fair value on the date donated. The entity does capitalize any "infrastructure" assets (streets, curbs, sidewalks, drainage systems, and similar assets that are irreplaceable) which are paid for by the entity. During project development, interest expenditures were capitalized under pre-1987 financing arrangements. Post-1988 capital projects are being financed by grants from HUD. Consequently, there are no interest expenditures to capitalize. Subsequent to fiscal developments, interest expenditures are not accrued but are recorded when paid.

Long-term liabilities expected to be financed from governmental fund types are accounted for in the General Long-Term Debt Account Group. Expenditures related to such debt are reflected in the Debt Service Fund.

The key above-named account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with the measurement of results of operations.

4. **Basis of accounting.** All governmental fund types are accounted for using the modified accrual basis of accounting. Total revenues are recognized when they become measurable and available as net current assets. All significant revenue sources are susceptible to accrual.

Expenditures in governmental fund types are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) accumulated unpaid vacation and sick pay which are not accrued, and (2) principal and interest on general long-term debt which is recognized when due.

Vested and earned vacation and sick leave that are not accrued have not been reported in these financial statements. Information to compute this amount is unavailable.

The entity does not utilize insurance accounting.

5. **Supplemental financial information - statutory basis.** The supplemental financial information - statutory basis has been prepared in conformity with the accounting practices prescribed by HUD, which differ from generally accepted accounting principles as follows:
- Governmental fund accounting principles are not utilized.
  - Accounts receivable are stated without an allowance for doubtful accounts. Accounts are written off as collection losses only after the tenant has vacated the unit and the entity has taken reasonable actions to collect.
  - Annual Contributions and subsidies earned and/or received from HUD are recorded as contributions to surplus and are not included in the Statement of Income and Expenses.
  - Items of routinely recurring expenses are recognized when paid and are therefore not accrued.
  - Premiums and/or discounts on bonds are recognized in income or expense in the year bonds are sold.
  - The cost of accumulated unpaid vacation and sick leave is not accrued.
  - Financial statement formats vary from GAAP.
  - Expenditures under HUD's Public Housing Drug Elimination Program (PHDEP) are recorded on a project-life basis. Upon fulfillment of the grant agreement, noncapitalized expenditures are closed into surplus.
  - The entity does not utilize insurance accounting.

Housing Authority of St. James Parish  
Lafayette, Louisiana

Notes to the Financial Statements (Continued)  
September 30, 1997

4. Expenditures under HUD's Comprehensive Improvements Assistance Program (CIAP) and Comprehensive Grant Program (CGP) and similar consumer programs are fully capitalized, notwithstanding the fact that expenditures are normally a mixture of repairs, replacements and improvements. Consequently, some amounts represented as Fixed Assets may include costs substantially in process of value.
  5. During project development, interest expenditures are capitalized under pre-1987 financing agreements. Post-1986 capital projects are being financed by grants from HUD. Consequently, there are no interest expenditures to capitalize. Subsequent to completion of Pre-1987 financed developments, interest expenditures are not accrued but are recognized when paid.
  6. **Total columns on combined statements.** Total columns on the combined statements are captioned **Items:** Totals 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.
- C. **Budget.** The entity follows these procedures in establishing the budgetary data reflected in the financial statements:
1. The entity prepares annual budgets for each fund (except Debt Service Fund and the Capital Projects Fund). Prior to the beginning of each budget year, the entity's annual budget is approved by the entity's governing body. Budgetary amendments require approval by the governing body. Budget amounts shown in the financial statements are based on financial statements prepared by the Authority's accountant. All budgetary appropriations lapse at the end of each fiscal year. Budget for the Public Housing Drug Elimination Program are prepared on a project-life basis. Budget amounts in these financial statements are a pro-rated amount based on the length of the grant.
  2. Budgets for the Capital Projects Fund are prepared on a project-life basis rather than on an annual basis and, therefore, have been omitted from the accompanying financial statements.
  3. Budgets for the Debt Service Fund are not prepared inasmuch as all revenues and expenditures of this fund are controlled by and processed by HUD. The entity records Debt Service Fund transactions from documents supplied by HUD.
- D. **Income taxes.** The entity is not subject to federal or state income taxes.
- E. **Cash and cash equivalents.** The entity defines cash to include certificates of deposit, money market funds, savings accounts, and term-due deposits, and other short-term securities with maturities of three months or less. Consequently, the cost, carrying value, and market value are equivalent.

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

It is the entity's policy for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The entity's deposits are categorized to give an indication of the level of risk assumed by the entity at September 30, 1997. The categories are described as follows:

Housing Authority of St. James Parish  
Lafayette, Louisiana

Notes to the Financial Statements (Continued)  
September 30, 1997

- Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.  
Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.  
Category 3 - Uncollateralized.

Cash Deposits, categorized by level of risk, are:

Total Cash Balances	Category		
	1	2	3
\$ 136,898.57	\$ 100,000.00	\$ .00	\$ 36,898.57

**NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES**

The following schedule as of September 30, 1997 represents interfund receivables and payables:

Fund Type	Interfund Receivables	Interfund Payables
Special Revenue:		
Dedicated Housing	\$ 34,128.08	\$ .00
PHACBP Housing	.00	80,368.00
Capital Projects	12,288.94	.00
Total	\$ 46,417.02	\$ 80,368.00

**NOTE 4 - FIXED ASSETS**

Changes in fixed assets are as follows:

	Beg. of Period	Additions	Deletions	End of Period
Land, structures & Equipment	\$ 7,728,383.79	\$ 24,110.00	\$ .00	\$ 7,752,493.79
Const. in progress	1,232,688.26	855,281.87	.00	1,817,970.13
Total	\$ 8,961,072.05	\$ 979,391.87	\$ .00	\$ 9,940,463.92

Construction in progress is composed of expenditures related to major renovation of certain buildings owned by the entity, said renovation having a planned total cost of \$2,136,247.80 to be fully financed by grants from HUD.

All land and buildings are insured under a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the federal government and to protect other interests of the federal government.

Housing Authority of St. James Parish  
Lusher, Louisiana

Notes to the Financial Statements (Continued)  
September 30, 1987

**NOTES - FIXED LIABILITIES**

Fixed liabilities consist of the following:

	Interest Rate	Principal Balance
FFB note dated September 1, 1983	8.00%	\$ 72,708.32
Bonds payable, August 1, 1988 series	9.00%	1,221,898.51
Bonds payable, August 1, 1971 series	9.28%	553,428.73
Bonds payable, August 1, 1971 series	9.28%	657,759.54
Total		<u>\$ 2,345,805.08</u>

HUD notes payable were sold and guaranteed by HUD. Under provisions of the Federal Debt Forgiveness Act of 1985, these notes and accrued interest on these notes were to be forgiven by HUD during the current year.

The Federal Financing Bank rate is payable in annual installments of \$17,544.43, including principal and interest. All annual installments to maturity are payable by HUD. The note matures November 1, 2081.

The bonds mature in series annually in varying amounts with the final maturity date in 2012. All required debt service to maturity on the bonds, including principal and interest, is payable by HUD under a debt service contract with the entity.

Changes in fixed liabilities are as follows:

	FFB Notes	HUD Notes	Bonds
Bal., beg. of period	\$ 84,838.51	\$ 3,302,473.81	\$ 2,333,268.38
Principal retirement	(71,842.18)	(0)	(120,118.77)
Debt forgiveness	(0)	(3,302,473.81)	(0)
Bal., end of period	<u>\$ 12,996.33</u>	<u>\$ (0)</u>	<u>\$ 2,213,149.61</u>

Scheduled retirements of fixed liabilities are as follows:

	FFB Notes	Bonds	Interest	Total
Within one year	\$ 12,745.58	\$ 120,188.74	\$ 121,087.75	\$ 253,924.15
Within second year	13,588.82	128,318.58	114,189.49	256,016.94
Within third year	14,432.03	132,088.82	108,787.28	255,308.13
Within fourth year	15,273.78	138,480.85	98,035.85	251,790.48
Within fifth year	16,115.33	145,489.72	86,884.15	248,489.20
Thereafter	(0)	1,807,785.34	428,884.84	2,034,755.18

**NOTES - RETIREMENT PLAN**

The entity provides pension benefits for all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate after a six-month exclusionary period. The employee contributes 5.5% and the entity contributes 8% of the employee's base salary each month. The entity's contributions for each employee (and interest allocated to the employee's account) are vested 20% annually for each year of participation. An employee is fully vested after 5 years of participation.

Housing Authority of St. James Parish  
Lafayette, Louisiana

Notes to the Financial Statements (Continued)  
September 30, 1997

The entity's total payroll in fiscal year ended September 30, 1997 was \$250,593.45. The entity's contributions were calculated using the base salary amount of \$35,044.15. Contributions to the plan were \$1,960.43 and \$2,851.53 by the employees and the entity, respectively.

**NOTE 7 - CONTINGENCIES**

The entity is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refunds by the entity to federal grantors and/or program beneficiaries.

**NOTE 8 - RESTATEMENT OF FUND BALANCES**

The following adjustments have been made to the prior year fund balances:

	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund
Balance per prior audit	\$ 85,375.43	\$ .00	\$ 295,072.78	\$ .00
Adjustments	77,282.66	.00	10,278.98	.00
Redeem Covered Housing Program	(162,858.06)	162,858.06	.00	.00
Restated balance per prior audit	<u>\$ .00</u>	<u>\$ 162,858.06</u>	<u>\$ 295,348.72</u>	<u>\$ .00</u>

## COMMON STRATEGIES

Working Authority of Dr. James H. Clark  
 Exhibit - Schedule

Statement of Assets - 2021 Special Revenue Funds  
 September 30, 2021

	2021 Working 09-30-2021	2020 09-30-2021	Total
<b>ASSETS AND OTHER CREDITS</b>			
<b>Assets:</b>			
Cash	\$ 107,000.00	\$ .00	\$ 107,000.00
Investments			
Accounts	20,270.00	.00	20,270.00
Other governments	.00	90,000.00	90,000.00
Due from other funds	50,000.00	.00	50,000.00
Prepaid items	10,000.00	.00	10,000.00
<b>Total assets and other credits</b>	<b>\$ 187,270.00</b>	<b>\$ 90,000.00</b>	<b>\$ 277,270.00</b>
<b>LIABILITIES, DEPOSITS, AND OTHER CREDITS</b>			
<b>Liabilities:</b>			
Accounts payable			
Taxes	\$ 4,000.00	.00	\$ 4,000.00
Amounts due to other funds	10,000.00	.00	10,000.00
Accounts receivable	.00	90,000.00	90,000.00
Deferred interest	10,000.00	.00	10,000.00
<b>Total liabilities</b>	<b>\$ 24,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 114,000.00</b>
<b>Deposits and other credits:</b>			
Fund balances:			
reserved for projects	\$ 11,000.00	.00	\$ 11,000.00
reserved, undesignated	100,000.00	.00	100,000.00
<b>Total deposits and other credits</b>	<b>\$ 111,000.00</b>	<b>\$ .00</b>	<b>\$ 111,000.00</b>
<b>Total Assets, Deposits, &amp; Other Credits</b>	<b>\$ 298,270.00</b>	<b>\$ 90,000.00</b>	<b>\$ 388,270.00</b>

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



Condensed Statement of Revenues, Expenses, and Changes in Total Revenues  
 All Special Revenue Funds  
 Year Ended September 30, 1993

		1993 ending 9/30/93	1992 9/30/92	Variance
<b>Revenues:</b>				
Fees	\$	171,873.46	.00	171,873.46
Operational subsidies/grants		407,713.00	40,644.00	367,069.00
Interest		4,734.50	.00	4,734.50
Miscellaneous		14,844.50	.00	14,844.50
<b>Total Revenues</b>	<b>\$</b>	<b>609,365.46</b>	<b>40,644.00</b>	<b>568,721.46</b>
<b>Expenses:</b>				
Administrative salaries	\$	40,000.00	.00	40,000.00
Professional fees		12,431.74	.00	12,431.74
Traavel		10,138.58	.00	10,138.58
County administration		14,000.00	.00	14,000.00
Contract services		11,444.00	40,000.00	112,556.00
Utilities		17,402.51	.00	17,402.51
Telephone salaries		117,000.00	.00	117,000.00
Maintenance salaries		70,000.00	.00	70,000.00
Other maintenance costs		44,741.00	.00	44,741.00
Insurance		44,000.00	.00	44,000.00
Printing		11,000.00	.00	11,000.00
Employee benefits		11,000.00	.00	11,000.00
Depreciation		14,000.00	.00	14,000.00
Capital Expenditures		14,000.00	.00	14,000.00
<b>Total Expenditures</b>	<b>\$</b>	<b>600,000.14</b>	<b>40,000.00</b>	<b>560,000.14</b>
<b>Excess of Revenues over (under) Expenditures</b>				
	<b>\$</b>	<b>9,365.32</b>	<b>.00</b>	<b>9,365.32</b>
<b>Total balance, beginning of period</b>		<b>144,000.00</b>	<b>.00</b>	<b>144,000.00</b>
<b>Total balance, end of period</b>	<b>\$</b>	<b>153,365.32</b>	<b>.00</b>	<b>153,365.32</b>

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

**SUPPLEMENTAL FINANCIAL INFORMATION - FEDERAL AWARDS**

BRITISH AIRWAYS PLC, (FORMERLY  
BRITISH AIRWAYS)

Statement of Dependence on Federal Funds  
for the year ended September 30, 1997

Federal Agency/ Program Title	Grant ID Number	Fiscal Year Number	Amount of Grant (\$)	Percentage of Total Funding (%)	Amount of Grant Received (\$)	Percentage of Total Funding (%)	Amount of Grant Expended (\$)	Percentage of Total Funding (%)	Amount of Grant Remaining (\$)	Percentage of Total Funding (%)	Amount of Grant Remaining (\$)	Percentage of Total Funding (%)
U.S. Department of Housing & Urban Development Housing Programs			\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 0	0%	\$ 0	0%
Low Income Housing			\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 0	0%	\$ 0	0%
Public Housing			\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 0	0%	\$ 0	0%
Comprehensive Housing			\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 0	0%	\$ 0	0%
Total 1997 available funds			\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 100,000,000	100%	\$ 0	0%	\$ 0	0%

The above schedule has been prepared using the basis of accounting described in note 1 to the financial statements.  
See notes to financial statements.

**SUPPLEMENTAL FINANCIAL INFORMATION - STATUTORY BASIS**

Accounting Authority of St. James Parish  
 (50106), Louisiana

Balance Sheet - Statement Assets  
 September 30, 2007

Assets Contributions (Account 00-2007)

Assets	
Cash	\$ 147,404.34
Accounts receivable-current	39,877.01
Prepaid expenses	30,173.43
Debt amortization funds	200,000.00
Fund balance from allocation program	430,424.00
Fund assets	8,040,884.00
	<hr/>
Total assets	\$ 9,858,562.78
	<hr/>
Liabilities and Equity	
Parishes' security deposits	\$ 14,800.00
Accounts payable-current	140.79
Accrued and withheld payroll taxes	1,071.00
Accrued OPEB	61,771.10
Deferred revenues	79,000.00
Fund liabilities	1,243,400.00
	<hr/>
Total liabilities	\$ 1,499,182.89
Equity	8,359,379.89
	<hr/>
Total liabilities and equity	\$ 9,858,562.78
	<hr/>

Boeing Airframe of St. James Parish  
 Limited, 1984-1985

Statement of Income and Expenses - Statutory Basis  
 Grand Period FIVE  
 Year ended December 31, 1985

Annual Distributions Pursuant to 1985

Operating Income	
Operating rental	\$ 171,000.00
Interest on general fund investments	4,375.00
Other income	44,000.00
	<hr/>
Total operating income	\$ 219,375.00
	<hr/>
Operating Expenses	
Administration	\$ 40,000.00
Public services	21,000.00
Utilities	41,000.00
Ordinary maintenance and operation	100,500.00
General expense	10,000.00
	<hr/>
Total operating expenses	\$ 212,500.00
	<hr/>
Net operating income (loss) before other items	\$ 6,875.00
	<hr/>
Other charges (credits)	
Insurance expense	\$ 107,100.00
Other year adjustments affecting net	4,000.00
Other year adjustments not affecting net	1,100,000.00
	<hr/>
Total other charges (credits)	\$ 1,111,100.00
	<hr/>
Net income (loss)	\$ 1,004,000.00
	<hr/>

Monthly Schedule of 1977 - Actual Results  
 (Actual - Budget)

Analysis of Results - Statistical Basis  
 Year Ended September 30, 1977

Actual Operations Through 9/30/77

Operating results		
Balance per 9-30-76 audit	\$	1,417,000.00
Net income (loss) FY 9-30-77	(	101,200.00
Net operations per 9-30-77		<u>1,315.00</u>
Balance at 9-30-77	\$	<u>1,313,795.00</u>
Invested surplus		
Balance per 9-30-76 audit	\$	101,000.00
Net operations per 9-30-77	(	<u>1,000.00</u>
Balance at 9-30-77	\$	<u>99,000.00</u>
Contingency contributions from 800		
Balance per 9-30-76 audit	\$	11,000,000.00
Cash disbursements FY 9-30-77		1,000,000.00
Contributions per 9-30-77		100,000.00
Operating activity FY 9-30-77		<u>100,000.00</u>
Balance at 9-30-77	\$	<u>11,100,000.00</u>
Grants from 800		
Balance per 9-30-76 audit	\$	1,100,000.00
Grants FY 9-30-77		100,000.00
Adjustment to prior year balance		100,000.00
800 activity per 9-30-77		<u>87,000.00</u>
Balance at 9-30-77	\$	<u>1,387,000.00</u>
Total 800/800	\$	<u>1,500,795.00</u>

Banning Authority of the State Bar of  
California

Computation of Medical Benefits and Disability Benefit Contributions  
Based on Salary Program  
Year Ended September 30, 1987

MEMBER CONTRIBUTIONS STATEMENT 88-0007

<b>Computation of Medical Benefits</b>	
operating benefits	\$ 205,004.91
operating salaries	487,713.00
WGA operating subsidy	282,708.09
<b>Total operating benefits</b>	<b>\$ 775,426.01</b>
operating expenditures	\$ 683,488.00
operating expenses	5,107.00
Prior year expenditures affecting medical benefits	24,113.00
medical expenditures	674,268.00
<b>Total operating expenditures</b>	<b>\$ 688,648.00</b>
net salary provision for members, net WGA health adjustments (total net)	\$ 7,400.00
net salary provision for members, net WGA Provision for operating reserves	\$ 7,400.00
medical benefits per MB	.00
<b>Computation of Disability Benefit Contributions</b>	
Fixed annual contribution	\$ 200,400.00
less interest savings	5,000.00
<b>Total annual contribution amount</b>	<b>\$ 195,400.00</b>
less amount available for deduction of annual contributions - MB, other	.00
<b>Disability benefit contribution</b>	<b>\$ 195,400.00</b>
<b>Net Contributions</b>	<b>\$ 1,464,276.01</b>
Current Year Contributions by MB	_____

Added to adjustment by MB.



BOARD AUTHORITY OF THE STATE POLICE  
Council, Councilors

MINUTES OF BOARD MEETING FORM  
September 26, 2007

BOARD CONFERENCE ROOM 3B-2007

1. Funds approved	\$ 1,118,267.00
Funds requested	1,447,876.44
Excess of funds approved	<u>\$ 329,609.44</u>
2. Funds advanced	\$ 1,000,424.20
Funds requested	1,447,876.44
Excess (deficiency) of funds advanced	<u>\$ 447,452.24</u>

Boarding Authority of St. James Parish  
Lafayette, Louisiana

Schedule of PERS Costs  
September 30, 2021

Annual Contribution Amount: \$9,200

1. Funds approved	\$	40,500.00
Funds expended		40,500.00
Balance of funds approved	\$	<u>0.00</u>
2. Funds advanced	\$	100,000.00
Funds expended		100,000.00
Balance (over/under) of funds advanced	\$	<u>(0.00)</u>

Working Authority of St. James Parish  
General Fund Balance

Analysis of General Fund Cash Balance  
September 30, 1987

Annual Conference Calendar, 89-1987

Assets and Other Items

Cash	\$	177,009.34
Adjustment for FIDELITY Funding	(	64,856.44)
Adjustment for FIDELITY Contract		46,000.00
Accounts receivable/amounts		28,278.01
Unpaid insurance		55,164.23
Total	\$	<u>241,594.94</u>

Liabilities, Reserves, and Other Items

Treasury security deposits	\$	15,400.00
Accounts payable/dues		140.79
Amounts and amounts payable/amounts		4,071.49
ACCUMULATED FUND		61,074.12
Deferred credits		59,000.00
Operating reserves per PBA		294,800.00
Total	\$	<u>420,486.40</u>

Housing Authority of St. James Parish  
Lafayette, Louisiana

Owned Housing Program

Adjusting Journal Entries  
September 30, 1997

Annual Contributions Contract FWA-2807

	Acct. # for audit report	Acct. # for posting by PSA	Debit	Credit
(1)				
Permanent FFB Notes	2312	2312	684.40	
Bonds Retired	2342	2342	5,557.26	
Debt Service Fund	1171	1171		513.60
Prior year adj. rat. AFF RR	6828	6828		5,843.66
To adjust debt related accounts to amortization schedules at September 30, 1996.				
(2)				
Permanent FFB Notes	2312	2312	11,842.18	
Interest Expense	5810	5820	5,802.24	
Cumulative HUD Ann. Contr.	2840	2840		17,644.43
To record activity of FFB Notes per amortization schedule.				
(3)				
Bonds retired	2342	2342	514,588.49	
Interest Expense	5810	5828	122,128.53	
Debt Service Fund	1171	1171		202.94
Cumulative HUD Annual Contr.	2840	2840		236,484.68
To record activity in bonds per amortization schedules.				

## NON-FINANCIAL SECTION

1000 E. Main Avenue • Baton Rouge, Louisiana 70802 • (504) 388-6994 • Fax (504) 388-1111

**Report on Compliance and an Internal Control Over Financial Reporting Based on an Audit of General Purpose and Condensed Financial Statements Performed in Accordance with Government Auditing Standards**

Board of Commissioners  
Housing Authority of St. James Parish  
2627 King Avenue  
Lafayette, LA 70501

We were engaged to audit the general purpose and condensing financial statements of Housing Authority of St. James Parish, as of and for the year ended September 30, 1997 in accordance with generally accepted auditing standards and **Government Auditing Standards**, issued by the Comptroller General of the United States. Our report dated March 2, 1998 stated that, because we were unable to satisfy ourselves concerning certain material account balances and documentation needed to properly conduct the audit were unavailable, the scope of our work was not sufficient to enable us to express, and we did not express, an opinion on the general purpose and condensing financial statements.

**Compliance**

As part of obtaining reasonable assurance about whether Housing Authority of St. James Parish's general purpose and condensing financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, most important with respect to those that have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under **Government Auditing Standards** which are described in the accompanying schedule of findings and questioned costs as items 97-10, 97-11, 97-12, 97-13, 97-14 and 97-15.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Housing Authority of St. James Parish's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose and condensing financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. 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 Housing Authority of St. James Parish's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 97-10, 97-11, 97-12, 97-13, 97-14 and 97-15.

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, of the reportable conditions described above, we consider items 97-10, 97-11, 97-12, 97-13, 97-14 and 97-15 to be material weaknesses.

This report is intended for the information of the Board of Commissioners, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

  
VanRheenen & Miller, Ltd.  
Certified Public Accountants

March 2, 1998

## Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133

Board of Commissioners  
Housing Authority of St. James Parish  
2627 King Avenue  
Lafayette, LA 70501

### **Compliance**

We have audited the compliance of Housing Authority of St. James Parish 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 September 30, 1997. Housing Authority of St. James Parish'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 authority's management. Our responsibility is to express an opinion on Housing Authority of St. James Parish's compliance based on our audit.

Except as discussed in the following paragraph, 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 State, Local, Governmental, and Not-For-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to 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 Housing Authority of St. James Parish's compliance with those 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 Housing Authority of St. James Parish's compliance with those requirements.

We were unable to obtain sufficient documentation supporting the compliance of Housing Authority of St. James Parish with Public and Indian Housing and Public and Indian Housing-Comprehensive Grant Programs regarding Procurement, Davis-Bacon Act, Special Tests and Provisions, and Reporting, nor were we able to satisfy ourselves as to Housing Authority of St. James Parish's compliance with those requirements by other auditing procedures.

As described in items 97-1, 97-2, 97-3, 97-4, 97-7, and 97-8 in the accompanying schedule of findings and questioned costs, Housing Authority of St. James Parish did not comply with requirements regarding Allowable Costs/Cost Principles, Eligibility, Antidiscrimination and Real Property Management that are applicable to its Public and Indian Housing Program. Compliance with such requirements is necessary, in our opinion, for Housing Authority of St. James Parish to comply with requirements applicable to that program.

In our opinion, because of the effects of the noncompliance described in the preceding paragraph, Housing Authority of St. James Parish did not comply in all material respects, with the requirements referred to above that are applicable to Public and Indian Housing Program. Also, in our opinion, except for the effects of such noncompliance, if any, as might have been determined had we been able to examine sufficient evidence regarding Housing Authority of St. James Parish's compliance with the requirements of Procurement, Davis-Bacon Act, Special Tests and Provisions, and Reporting, Housing Authority of St. James Parish complied, in all material respects, with the requirements referred to above that are applicable to each of its other major federal programs for the fiscal year ended September 30, 1997.

### Internal Control Over Compliance

The management of Housing Authority of St. James Parish 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 Housing Authority of St. James Parish's internal control over compliance with requirements that would 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 certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. 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 Housing Authority of St. James Parish's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs as Item BT-1, BT-2, BT-3, BT-4, BT-5, BT-6, BT-7, BT-8 and BT-9.

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, of the reportable conditions described above, we consider Items BT-1, BT-2, BT-3, BT-4, BT-7, BT-8, and BT-9 to be material weaknesses.

This report is intended for the information of the Board of Commissioners, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

  
VanOverman and Miller, L.L.P.  
Certified Public Accountants

March 2, 2008



Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs  
Year Ended September 30, 1997

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report declares an opinion on the general purpose and combining financial statements of Housing Authority of St. James Parish.
2. Six reportable conditions disclosed during the audit of the general purpose and combining financial statements are reported in the Internal Control Over Financial Reporting Based on an Audit of General Purpose and Combining Financial Statements Performed in Accordance with Governmental Auditing Standards. Six of the conditions are reported as material weaknesses.
3. Instances of noncompliance material to the general purpose and combining financial statements of Housing Authority of St. James Parish were disclosed during this audit.
4. Nine reportable conditions disclosed during the audit of the major federal award programs are in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133. We determined findings 97-1, 97-2, 97-3, 97-4, 97-7, 97-8, and 97-9 to be material weaknesses.
5. The auditor's report on compliance for the major federal award programs for the Housing Authority of St. James Parish expresses an adverse opinion related to findings 97-1, 97-2, 97-3, 97-4, 97-7 and 97-8. We also disclaimed an opinion related to findings 97-5, 97-6, and 97-9.
6. Audit findings relative to the major federal award programs for Housing Authority of St. James Parish are reported in Part C of this Schedule.
7. The programs tested as major programs included: Public and Indian Housing, CPDA \$14,893(Public) and Indian Housing-Comprehensive Grant Program, CFDA #14,899.
8. The threshold for distinguishing Types A and B programs was \$300,000.00.
9. Housing Authority of St. James Parish was not determined to be a low-risk entity.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

**REPORTABLE CONDITIONS**

- |       |                                                                             |
|-------|-----------------------------------------------------------------------------|
| 97-10 | Tenant Accounting - See Finding 97-2 under Part C of this Schedule.         |
| 97-11 | Annual physical inventory - See Finding 97-3 under Part C of this Schedule. |
| 97-12 | Modernization records - See Finding 97-5 under Part C of this Schedule.     |
| 97-13 | Unaccounted/Expenditures - See Finding 97-7 under Part C of this Schedule.  |
| 97-14 | Untimely Audit Submission - See Finding 97-8 under Part C of this Schedule. |
| 97-15 | Scope Limitation - See Finding 97-9 under Part C of this Schedule.          |

Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997

C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAMS AUDIT

ST-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPGMFI4.858

Questioned  
Costs

.00

**Condition and Criteria:** The PHA's balance in tenants' accounts receivable exceeds the maximum recommended by HUD. At September 30, 1997, the PHA's accounts receivable balance is \$28,275. This is approximately 223% of the average monthly rental charges. HUD recommends that this balance should be within 10% of the average monthly rental charges. This is a repeat finding from the prior audit.

**Effect:** The PHA's tenant accounts receivable balances are in excess of HUD recommended amounts.

**Cause:** The PHA's collection policy is apparently not being followed.

**Auditor's Recommendation:** The PHA should strive to reduce its accounts receivable to an acceptable level.

**Grantee Response:** As of May 12, 1998, the grantee has not responded.

ST-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPGMFI4.858

.00

**Condition and Criteria:** The PHA's tenant accounting records do not agree with the general ledger. At September 30, 1997, the general ledger indicates a balance of tenants' accounts receivable of \$28,275.01. The rental register indicates a balance of \$24,808.50. The tenants' security deposit account is also out of balance. The general ledger indicates a balance of \$18,085.00 but the PHA's rental records indicate a balance of \$16,358.06. For the month of August 1997, we noted ten receipts that were marked as void. We were unable to locate the original white copy of the receipt on seven of these receipts. This finding has been repeated from the prior audit.

**Effect:** The amounts reflected as tenants' accounts receivable may not be correct as reported by the PHA. (Receipts marked as void could be used to collect money without depositing it. The changing of the beginning balances on the rental registers could also allow for the collection of money without depositing it.)

**Cause:** The beginning balance on the PHA's monthly rental registers, do not agree with the ending amounts from the prior month. The PHA also did not retain all voided receipts.

**Auditor's Recommendation:** The PHA should make sure that all balances from the prior month's rental registers are in agreement with the beginning balances on the next month's rental register. All voided receipts should include all copies of the original receipt.

**Grantee's Response:** As of May 12, 1998, the grantee has not responded.

Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997

87-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPDAR14.850

Questioned  
Costs

.00

**Condition and Criteria:** The PHA does not have an annual physical inventory that agrees with its general ledger. The PHA should conduct an annual inventory of fixed assets and maintenance materials on an annual basis. This finding has been repeated from the prior audit.

**Effect:** Assets reported as fixed assets may not be reported correctly. The PHA may also have inventories of maintenance materials that are not being reported.

**Cause:** The PHA does not prepare an annual inventory.

**Auditor's Recommendation:** The PHA should conduct an annual inventory of fixed assets and maintenance materials. These inventories should be reconciled to the general ledger.

**Grantor's Response:** As of May 12, 1998, the grantor has not responded.

87-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPDAR14.850

.00

**Condition and Criteria:** Our review of ten tenant files revealed significant deficiencies, as follows:

**File #1 -** Did not contain a tenant signed application for each year of occupancy, did not contain verification of tenant income, latest recertification was done effective January 1, 1996, Form 5805B was not completed and submitted to the MTCS processing center.

**File #2 -** Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 5888-Authorization for the Release of Information, no verification of income, rent amount in tenant file did not agree to the amount charged the tenant, latest recertification was done effective August 1, 1994 and Form 5805B was not submitted to the MTCS processing center.

**File #3 -** Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 5888-Authorization for Release of Information, no verification of income, latest recertification was done effective April 1, 1995 and Form 5805B was not completed and submitted to the MTCS processing center.

**File #4 -** Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 5888-Authorization for the Release of Information and Form 5805B was not submitted to MTCS processing center.

**File #5 -** Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 5888-Authorization for the Release of Information, latest recertification was done effective June 25, 1995 and Form 5805B was not completed and submitted to the MTCS processing center.

Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997

Questioned  
Costs

---

**File #0** - Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 9686-Authorization for the Release of Information, annual latest recertification was done effective May, 1996 and Form 50058 was not completed and submitted to the MTCG processing center.

**File #1** - Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 9686-Authorization for Release of Information, no verification of income, latest recertification was done effective April 1, 1996 and Form 50058 was not completed and submitted to the MTCG processing center.

**File #6** - Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 9686-Authorization for the Release of Information, no verification of income, latest recertification was done effective April 1, 1996, Form 50058 was not completed and submitted to the MTCG processing center and we could not locate a rental computation that agreed with the amount of rent that the tenant was charged.

**File #9** - Did not contain a tenant signed application for each year of occupancy, did not contain a signed Form 9686-Authorization for the Release of Information, annual latest recertification was done effective May, 1996 and Form 50058 was not completed and submitted to the MTCG processing center.

**File #10** - Amount of rent charged the tenant does not agree with the rental computation amount in the tenant file, did not contain a signed Form 9686 - Authorization for the Release of Information and Form 50058 was not completed and submitted to the MTCG processing center.

In addition, none of the files noted above contained an HGS inspection.

We also reviewed two files of tenants that had been reported as move-outs on the rental register. One of these files did not include any move-out documentation (i.e. move-out inspection, etc.).

**Effect:** Tenants' rental charges may be incorrect, tenants may not be eligible for housing aid and all required forms may not be submitted in a timely manner.

**Cause:** The PHA's internal control structure is not adequate to identify deficiencies in a timely manner.

**Population and Items Tested:** We had selected 33 files for testing. Based on the results of the first ten files, it was determined that the PHA had material instances of noncompliance and the internal control system was inadequate. These significant deficiencies contributed to our disclaimer of an opinion on the financial statements.

**Auditor's Recommendation:** The PHA should conduct re-examinations of all tenants as soon as possible. The PHA should review HUD regulations to determine all required items.

**Grantee's Response:** As of May 12, 1998, the grantee has not responded.

Housing Authority of St. James Parish  
 Schedule of Findings and Questioned Costs (Continued)  
 Year Ended September 30, 1997

Questioned  
 Costs

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**97-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - C/FDA#14,889**

**80**

**Condition and Criteria:** All modernization records of the PHA are maintained at the office of the modernization coordinator. We were unable to review these records. As a result, we were unable to determine the entity's compliance with procurement and Davis-Bacon Act requirements. These items also contributed to the disclaimer of an opinion on the financial statements.

**Effect:** The PHA may not have complied with all modernization requirements including procurement and Davis-Bacon.

**Cause:** The records were maintained at the office of the modernization coordinator. These records should be maintained at the PHA.

**Auditor's Recommendation:** The PHA should retain all records at the PHA office.

**Grantor's Response:** As of May 12, 1998, the grantor has not responded.

**97-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - C/FDA#14,890**

**80**

**Condition and Criteria:** We were unable to determine if the amount of insurance coverage was adequate to cover all potential issues. The PHA was unable to provide us with copies of insurance policies as required by HUD. This finding contributed to the disclaimer of an opinion on the financial statements.

**Effect:** The PHA may not be adequately insured.

**Cause:** The PHA does not retain copies of documents that should be at the PHA office.

**Auditor's Recommendation:** The PHA should retain copies of all records at the PHA office.

**Grantor's Response:** As of May 12, 1998, the grantor has not responded.

**97-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - C/FDA#14,896**

**9,138.00**

**Condition and Criteria:** We were unable to obtain proper documentation for three checks as follows:

Check #	Payee	Amount
21240	Marriot Marquis Hotel	\$2,025.48
21293	Internal Revenue Service	3,295.42
21528	Lumans Farm Supply	3,817.10

We were unable to find any documentation for check #21,240. We noted a letter from the Internal Revenue Service regarding a possible lien for check #21,293, but we were unable to determine how the amount of the check was computed.

Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997

Questioned  
Costs

Check #21,638 was paid from a statement and we could not identify what was purchased.

As noted in current finding ST-5, we were unable to determine compliance with procurement procedures for modernization checks.

Effect: The PHA may have paid for items that were unallowable.

Cause: The PHA's internal control system is inadequate to monitor compliance with allowable costs.

Population and Items Tested: We tested 87 checks out of a possible 1,317 checks.

Auditor's Recommendation: The PHA should retain all documentation to support each disbursement.

Grantee's Response: As of May 12, 1998, the grantee has not responded.

ST-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPDAM# 4,850 and #14,850 .00

Condition and Criteria: The PHA's audit was submitted after the six month deadline required by the state of Louisiana.

Effect: The PHA did not report in a timely manner to all regulatory agencies.

Cause: The audit was originally scheduled for the week of January 19, 1998. When we arrived at the PHA office, we were notified that the financial records were not ready for audit. We rescheduled the audit for March 2, 1998. At this time we informed the PHA of the items that we needed to complete the audit. Some of the records were at the office of the modernization coordinator's office who was ill. The remaining items were to be provided by the interim Executive Director of the PHA. We did not receive any of the documents requested. We contacted the Authority and faxed another list to the Authority of the items needed on March 30, 1998. We also corresponded with the Legislative Auditor's office on that date. We never received the requested information. As a result, we are unable to issue an opinion on these financial statements.

Auditor's Recommendation: The PHA should provide all requested information in a timely manner.

Grantee's Response: As of May 12, 1998, the grantee has not responded.

ST-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - CPDAM# 4,850 and #14,850 .00

Condition and Criteria: The following items were requested from the PHA but never received by the auditor:

1. Signed copy of year end financial statements submitted to HUD.
2. Approved operating budget for the fiscal year ending September 30, 1997.

Housing Authority of St. James Parish  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997

Questioned  
Costs

5. Insurance policies of the Authority.
6. Public Housing Management Assessment Program certification and documentation.
7. Modernization records including procurement and monitoring of contractor compliance.
8. Louisiana Compliance Questionnaire.
9. Management Representation Letter.
10. Authorization to correspond with the attorney regarding possible contingent liabilities.

**Effect:** We were unable to test compliance in items one through six. Management would not represent that the financial statements were fairly presented. We were unable to correspond with the attorney regarding possible liabilities.

**Cause:** The PHA failed to provide the requested information.

**Auditor's Recommendation:** The PHA should provide all requested information in a timely manner to allow for a timely audit.

**Grantor's Response:** As of May 12, 1998, the grantee has not responded.

Housing Authority of St. James Parish  
Summary Schedule of Prior Audit Findings  
Year Ended September 30, 1997

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

1995 - FINDING NO.1

**Condition:** The PHA has tenant accounts receivable balances of \$17,571.83 at September 30, 1996, which is 273% higher than the amount HUD considers reasonable. The PHA has collection losses of \$65,857.01, which is 838% higher than HUD considers reasonable.

**Recommendation of prior auditor:** The PHA should reduce amounts to within HUD guidelines.

**Current Status:** At September 30, 1997, amounts continued to exceed HUD maximum amounts. See current Schedule of Findings and Questioned Costs.

1996 - FINDING NO.2

**Condition:** The PHA has weak controls over tenant accounting and collections. An analysis of account number 1128, deposits over and under, reveals imbalances in 7 of the 12 months covered by this audit. The cumulative imbalance of 8-30-96 is \$1,021.76. The Computer software system in use at the PHA for tenant accounting does not produce an accurate rental register. The staff is having to manually produce a rent register which has some inaccuracies, as well. The staff seems to be going to great lengths to confirm that the deposits in the bank are in agreement with the rent collections and have done better this year than last.

The PHA staff manually produces rent receipts and then separately enters rental receipts in the tenant accounting module.

The PHA is not able to electronically file the HUD 5028's.

**Recommendation of prior auditor:** The PHA should balance the bank deposits with the rent register. The TAR's and TSD's per the rent register should agree with the general ledger. The computer software should print rent receipts as received, manual receipts should never be used. The 5028's should be electronically filed.

**Current Status:** Tenant accounting continues to be a problem. See Schedule of Findings and Questioned Costs.

1996 - FINDING NO.3

**Condition:** The PHA does not have an annual physical inventory which agrees with its general ledger.

**Recommendation of prior auditor:** The PHA should annually take a physical inventory and adjust the general ledger accordingly.

**Current Status:** The PHA did not perform a physical inventory. See current Schedule of Findings and Questioned Costs.

1996 - FINDING NO.4

**Condition:** Analysis of 7 tenant files recently reexamined by staff revealed deficiencies. We point out that we chose only recent re-examinations to evaluate current procedures in use at the PHA.

5 of 7 files had absolutely no verification of resident existence, such as birth certificates

2 of 7 files had no verification of income at re-examination



Housing Authority of St. James Parish  
Summary Schedule of Prior Audit Findings (Continued)  
Year Ended September 30, 1997

7 of 7 files included no annual unit inspection using HQS standards

1 of 7 files had wage information incorrectly entered into the computer, therefore the rent calculation was wrong

2 of 7 files included loose paperwork

6 of 7 files did not contain a document indicating Lead Based Paint age-off

Recommendation of prior auditor: Tenant files should contain all information required by HUD.

Current Status: The testing of tenant files in the current period revealed continued problems in tenant file documentation. See Schedule of Findings and Questioned Costs.

**1899 - FINDING NO.5**

Condition: The PHA has not annually inspected all units using HQS standards.

Recommendation of prior auditor: The PHA should annually inspect all units using HQS standards.

Current Status: We did not note any HQS inspections for the current period. See Schedule of Findings and Questioned Costs.

**1908 - FINDING NO.6**

Condition: The PHA made the following purchases without the proper competitive bidding:

Computer Software – Melissaum

Computer Hardware – International Data and Analysis Co.

Sewer Treatment Plant Work – Guffis Environmental Services

Auto Insurance – G. Marie Agency

Public Employee Detoxicity Bond – St. James Service Agency

Recommendation of prior auditor: The PHA should follow State and Federal law as well as its procurement policy in competitively bid procurements.

Current Status: We were unable to test all procurement due to the unavailability of adequate records. See current Schedule of Findings and Questioned Costs.

**1995 - FINDING NO. 7**

Condition: There are a number of missing documents that should be at the PHA, such as insurance policies.

Recommendation of prior auditor: The PHA should retain documentation per a schedule listed in HUD regulations.

Current Status: We could not locate several items including modernization records, which were kept at the modernization coordinator's office, and insurance policies. See current Schedule of Findings and Questioned Costs.

Housing Authority of St. James Parish  
Summary Schedule of Prior Audit Findings (Continued)  
Year Ended September 30, 1997

1996 - FINDING NO. 8

**Condition:** The PHA has a local attorney who was very cooperative but indicates that he does little work for the PHA. He disclosed four litigation claims which we confirmed with the PHA insurance company and the insurance company was representing the PHA's interest in. The litigation is of the nature of personal injury which normally would be covered by the insurance.

We note that no amount has been recorded on the financial records of the PHA as contingent liabilities for this litigation.

**Recommendation of prior auditor:** Considering that this PHA is designated as troubled, has executed a cooperation agreement with another PHA for its management without consulting their attorney, and seems to have so many problems, it seems obvious that the PHA should have an attorney of record that is a HUD PHA expert to consult with about numerous matters. I am concerned that the Board is making decisions without all of their options being explored. As well, I am of the opinion that this Board is overly concerned about utilizing local residents. While I fully support the theory of spending money locally, since PHA's are so different from other governmental entities, I believe that PHA's should hire the most qualified people regardless of their location, be they Attorneys, Fee Accountants, or Executive Directors.

I discussed this matter with the local attorney of record and he agrees with my assessment and would be pleased to be replaced by PHA expert attorney.

**Current Status:** Since the PHA did not sign our request to contact the attorney, we were unable to determine the extent of potential contingent liabilities. See Schedule of Findings and Questioned Costs.

1996 - FINDING NO. 9

**Condition:** The PHA overran it's budget in three categories, as follows:

Category	Budget	Actual	Overage
Tenant Services Salaries	29,268	31,291	2,023
Terminal Leave Payments	0	22,008	22,008
Nonexpendable Equipment	28,390	30,332	1,942

**Recommendation of prior auditor:** The PHA should stay within its adopted budget.

**Current Status:** The PHA never supplied us with a copy of its approved budget. See Schedule of Findings and Questioned Costs.

1996 - FINDING NO. 10

**Condition:** The PHA paid terminal leave payments to two former employees for in excess of the 308 hours maximum allowed per State Civil Service.

**Recommendation of prior auditor:** State Civil Service allows for a maximum of 308 hours of terminal leave payments per person.

**Current Status:** We did not note any payments for terminal leave in the current audit.

Housing Authority of St. James Parish  
Summary Schedule of Prior Audit Findings (Continued)  
Year Ended September 30, 1997

1080 - FINDING NO. 11

**Condition:** It appears that at least one classified employee is being paid more than the amount authorized by Civil Service. The maximum amount authorized on 1-17-96 for this staff member is \$1,267 and the staff member is being paid \$1,780.80.

**Recommendation of prior auditor:** Classified employees should be paid no more than the amount authorized by Civil Service.

**Current Status:** We did not note any payments in excess of civil service amounts in the current audit.

1081 - FINDING NO. 12

**Condition:** The PHA has inadequate controls over its Modernization and PHERP Programs and HLED Grants relative to these programs. The Modernization Coordinator does a very good job of inventorying costs and grant draws, but the general ledger is not reconciled to the costs and grant funds. We could not tie the general ledger costs and grants to HLED documents.

**Recommendation of prior auditor:** The PHA must have adequate control over these programs, which are in the half million dollar range per year.

**Current Status:** Due to the unavailability of the modernization records in the current audit, we were unable to review all modernization records. See Schedule of Findings and Questioned Costs.