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LEGISLATIVE AUDITOR

Housing Authority of the Town of Haynesville  
Haynesville, 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 4.15.98

VanThronen & Miller, Ltd.  
Certified Public Accountants  
1000 East Poydras Avenue  
Baton Rouge, Louisiana 70803

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FINANCIAL SECTION

Independent Auditor's Report

Board of Commissioners  
Housing Authority of the Town of Haynesville  
1933 Hill Street  
Haynesville, Louisiana 71828

We have audited the accompanying general purpose and combining financial statements of Housing Authority of the Town of Haynesville 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 and the supplemental financial information - statutory basis referred to below are the responsibility of the authority's management. Our responsibility is to express an opinion on these general purpose and combining financial statements based on our audit.

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

As discussed in Note 8 in the financial statements, our testing of the eligibility of tenants participating in the Cleaned Housing Project of the Housing Authority of the Town of Haynesville revealed deficiencies in income verification and annual re-examinations. The effect of this non-compliance on the financial statements cannot be readily determined at this time, and accordingly, no provision for any liability has been made in the general purpose financial statements.

In our opinion, except for the effects of such adjustments, the general purpose and combining financial statements referred to above present fairly, in all material respects, the financial position of Housing Authority of the Town of Haynesville as of September 30, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated November 21, 1997 on our consideration of Housing Authority of the Town of Haynesville's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the general purpose and combining financial statements. The accompanying financial information listed as supplemental financial information - statutory basis in the table of contents presented for purposes of additional analysis and is not a required part of the financial statements of Housing Authority of the Town of Haynesville. As presented in Note 1, the supplemental financial information - statutory basis was prepared in conformity with the accounting practices prescribed by the U.S. Department of Housing and Urban Development, which is a comprehensive basis of accounting other than generally accepted accounting principles. Such supplemental financial information - statutory basis has been subjected to the auditing procedures applied in the audit of the general purpose and combining financial statements and, in our opinion, is fairly presented in all material respects in conformity with the comprehensive basis of accounting described in Note 1.

  
VanRheenen & Miller, Ltd.

November 21, 1997

**GENERAL PURPOSE FINANCIAL STATEMENTS**

Monthly Statement of the State of Massachusetts  
Department of Education

Combined Balance Sheet - All Fund Types and Account Groups  
September 30, 1997

	Governmental Fund Types		Account Groups		
	Special Account	Self Insurance	General Funds	General Long-term Debt	Other Assets
<b>ASSETS AND OTHER DEBITS</b>					
<b>Assets:</b>					
Cash	\$ 45,000.00	\$ .00	\$ .00	\$ .00	\$ 45,000.00
Investments	24,000.00	.00	.00	.00	24,000.00
<b>Receivables:</b>					
Students	4,757.00	.00	.00	.00	4,757.00
Other governments	.00	705,814.00	.00	.00	705,814.00
Other	607.12	.00	.00	.00	607.12
Due from other funds	14,000.00	.00	.00	.00	14,000.00
Prepaid items	5,000.00	.00	.00	.00	5,000.00
<b>Noncurrent assets:</b>					
Cash	.00	9,400.00	.00	.00	9,400.00
Fixed assets	.00	.00	9,000,075.00	.00	9,000,075.00
<b>Other debits:</b>					
Amount accrued in state service fund, net, to be provided for retirement of general long term debt	.00	.00	.00	148,000.70	148,000.70
Other	.00	.00	.00	1,000,000.00	1,000,000.00
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 100,711.00</b>	<b>\$ 149,214.00</b>	<b>\$ 9,009,075.00</b>	<b>\$ 1,448,000.70</b>	<b>\$ 9,606,000.70</b>
<b>LIABILITIES, DEFERRED, AND OTHER DEBITS</b>					
<b>Liabilities:</b>					
<b>Accounts payable:</b>					
State	\$ 10,000.00	\$ .00	\$ .00	\$ .00	\$ 10,000.00
Other governments	10,000.00	.00	.00	.00	10,000.00
Accounting deposits	1,000.00	.00	.00	.00	1,000.00
Due to other funds	10,000.00	.00	.00	.00	10,000.00
Deferred revenues	470.00	.00	.00	.00	470.00
Fixed liabilities	.00	.00	.00	1,400,000.00	1,400,000.00
<b>Total Liabilities</b>	<b>\$ 31,470.00</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$ 1,400,000.00</b>	<b>\$ 1,431,470.00</b>
<b>Equity and Other Credits:</b>					
Investment in general fixed assets	\$ .00	\$ .00	\$ 9,000,075.00	\$ .00	\$ 9,000,075.00
Fund balances:					
Reserved for debt service	.00	148,000.70	.00	.00	148,000.70
Reserved for payables	9,000.00	.00	.00	.00	9,000.00
Reserved, undesignated	60,000.00	.00	.00	.00	60,000.00
<b>Total Equity and Other Credits</b>	<b>\$ 69,000.00</b>	<b>\$ 148,000.70</b>	<b>\$ 9,009,075.00</b>	<b>\$ .00</b>	<b>\$ 9,207,144.00</b>
<b>NET ASSETS, DEFERRED AND OTHER DEBITS</b>	<b>\$ 100,711.00</b>	<b>\$ 149,214.70</b>	<b>\$ 9,009,075.00</b>	<b>\$ 1,448,000.70</b>	<b>\$ 9,606,000.70</b>

This accompanying table does not represent part of the Comprehensive Financial Report.

Working Authority of the Town of Exeter-1111  
Exeter-1111, Michigan

Statement of Revenues, Expenditures, and Changes in Fund Balances  
for Governmental Fund Types  
Year Ended September 30, 1997

	Governmental Fund Types			
	Special Revenue	State Revenue	Capital Projects	Other Revenue 1997
<b>Revenues</b>				
State	\$ 100,000.00	\$ .00	\$ .00	\$ 100,000.00
operational reimbursements	90,000.00	140,000.00	207,000.00	437,000.00
Interest	700.00	.00	.00	700.00
Special Events	1,000.00	.00	.00	1,000.00
<b>Total Revenues</b>	<b>\$ 191,700.00</b>	<b>\$ 140,000.00</b>	<b>\$ 207,000.00</b>	<b>\$ 548,700.00</b>
<b>Expenditures</b>				
Current				
Operating	\$ 100,000.00	\$ .00	\$ .00	\$ 100,000.00
Capital	.00	.00	207,000.00	207,000.00
Debt Service	.00	60,000.00	.00	60,000.00
Interest	.00	80,000.00	.00	80,000.00
<b>Total Expenditures</b>	<b>\$ 100,000.00</b>	<b>\$ 140,000.00</b>	<b>\$ 207,000.00</b>	<b>\$ 447,000.00</b>
<b>Change in fund balances</b>	<b>\$ 91,700.00</b>	<b>\$ 0.00</b>	<b>\$ .00</b>	<b>\$ 101,700.00</b>
<b>Fund Balances, beginning of period</b>	<b>\$ 71,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ .00</b>	<b>\$ 171,000.00</b>
<b>Fund Balances, end of period</b>	<b>\$ 162,700.00</b>	<b>\$ 100,000.00</b>	<b>\$ .00</b>	<b>\$ 272,700.00</b>

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

**Monthly Authority of the Form of Expenditure**  
**September 1964, 1965-1966**

**Annual Summary of Revenues, Expenditures, and Changes in Fund Balances -**  
**General and Special - All Governmental Fund Types**  
**Year Ended September 30, 1967**

	Special Revenue Funds		
	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
<b>Items</b>	\$ 41,700.00	\$ 104,087.00	\$ 62,387.00
Operational maintenance	141,000.00	141,000.00	.00
Interest	4,000.00	713.75	( 3,286.25)
Miscellaneous	800.00	1,197.25	397.25
<b>Total Revenues</b>	<b>\$ 146,400.00</b>	<b>\$ 346,997.00</b>	<b>\$ 200,597.00</b>
<b>Expenditures:</b>			
<b>Current:</b>			
Administrative salaries	\$ 11,000.00	\$ 11,000.00	\$ .00
Professional fees	4,000.00	3,000.00	( 1,000.00)
Travel	1,000.00	1,000.00	.00
Printing and reproduction	4,000.00	13,007.14	( 9,007.14)
Telephone	23,000.00	9,700.00	13,300.00
Utilities	24,000.00	43,710.00	( 19,710.00)
Maintenance salaries	48,000.00	38,504.83	9,495.17
Maintenance materials	5,000.00	5,000.00	.00
Other maintenance costs	7,000.00	5,700.00	1,300.00
Insurance	20,000.00	20,000.00	.00
Fuel	.00	.00	.00
Employee benefits	9,500.00	11,000.00	( 1,500.00)
Miscellaneous losses	1,000.00	475.00	1,525.00
Capital expenditures	.00	.00	.00
<b>Total expenditures</b>	<b>\$ 210,500.00</b>	<b>\$ 216,977.00</b>	<b>\$ 6,477.00</b>
<b>Excess of Revenues over</b>			
<b>    Current Expenditures</b>	<b>\$ ( 64,100.00)</b>	<b>\$ 1,020.00</b>	<b>\$ 65,120.00</b>
<b>Fund Balance, Beginning of Period</b>		74,000.00	
<b>Fund Balance, end of period</b>		<b>\$ 75,020.00</b>	

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



Housing Authority of the Town of Haynesville  
Haynesville, Louisiana

Notes to the Financial Statements  
September 30, 1997

**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 financially independent. As required by generally accepted accounting principles, these financial statements present the financial position and results of operations of Housing Authority of the Town of Haynesville, 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 amounts.

3. **Fixed 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 the Town of Haynesville  
Haynesville, Louisiana

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

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 immovable) which are paid for by the entity. During project development, interest expenditures were capitalized when pre-1987 financing arrangements. Post-1986 capital projects are being financed by grants from HUD. Consequently, there are no interest expenditures to capitalize. Subsequent to financial 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 two 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. Their 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 unvested vacation and sick leave that are not accrued are reported in the general long-term debt account group. No expenditure is reported for these amounts. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

The entity does not utilize encumbrance 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 action 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 if 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 Youth Sports Program are recorded on a project-life basis. Upon fulfillment of the grant agreement, noncapitalized expenditures are closed into surplus.
  - The entity does not utilize encumbrance accounting.

Housing Authority of the Town of Haynesville  
Haynesville, Louisiana

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

- j. Expenditures under HUD's Comprehensive Improvement Assistance Program (CIAP) and similar federal 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 excess of value.
  - k. 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. **Comparative data.** Comparative total data for the prior year have been presented in some accompanying financial statements in order to provide an understanding of changes in the entity's financial position and operations. However, comparative data by fund type have not been presented in each of the statements since inclusion of such data would make the statements unduly complex and difficult to read.
7. **Total columns on combined statements.** Total columns on the combined statements are captioned *Memo 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.
8. **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 the final authorized amounts for the year. All budgetary appropriations lapse at the end of each fiscal year.
  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.
9. **Income taxes.** The entity is not subject to federal or state income taxes.
10. **Cash and cash equivalents.** The entity defines cash to include certificates of deposit, money market funds, savings accounts, and demand deposits, and other short-term securities with maturities of three months or less. Consequently, the cost, carrying value, and market value are equivalent.
11. **Investments.** The entity defines investments to include certificates of deposit with maturities of greater than three months; 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 the Town of Haynesville  
Haynesville, 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
\$ 98,178.41	\$ 89,178.41	\$ .00	\$ .00

**NOTE 3 - RESTRICTED CASH**

Restricted cash consists of the following:

	Owned Housing Program
Debt Service Fund	\$ 3,410.31

**NOTE 4 - 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:		
Owned Housing	\$ .00	\$ 18,248.82
Youth Sports Grant	19,040.82	.00
Total	\$ 19,040.82	\$ 18,248.82

**NOTE 5 - FIXED ASSETS**

Changes in fixed assets are as follows:

	Beg. of Period	Additions	Deletions	End of Period
Land, land interests	\$ 342,747.00	\$ .00	\$ .00	\$ 342,747.00
Building	3,377,182.88	.00	.00	3,377,182.88
Equipment	178,702.88	.00	.00	178,702.88
Const. in progress	1,200,231.42	307,413.08	.00	1,410,845.80
Total	\$ 5,020,864.28	\$ 307,413.08	\$ .00	\$ 5,328,277.84

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 \$1,410,845.00 to be fully financed by grants from HUD.

All land and buildings are encumbered by 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.

Beginning amounts have been restated to reflect the actual balances of the entity.

Housing Authority of the Town of Haynesville  
Haynesville, Louisiana

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

**NOTE 8 - FIXED LIABILITIES**

Fixed liabilities consist of the following:

	Interest Rate	Principal Balance
Payroll related costs		\$ 8,438.02
HUD notes payable	various	13.38
FFY note dated September 4, 1991	8.80%	719,985.39
Bonds payable, August 1, 1972 series	5.125%	879,124.80
Total		<u>\$ 1,490,559.97</u>

HUD notes payable are held and guaranteed by HUD. Under provisions of the Federal Debt Forgiveness Act of 1989, these notes and accrued interest on these notes are to be forgiven by HUD. Timing of this action is uncertain.

The Federal Financing Bank note is payable in annual installments of \$ 71,331.27, including principal and interest. All annual installments to maturity are payable by HUD. The note matures November 1, 2013.

The bonds mature in sales annually in varying amounts with the final maturity date in 2013. 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:

	FFY Notes	HUD Notes	Bonds	Payroll Related Costs
Bal., beg. of period	\$ 738,417.58	\$ 13.38	\$ 708,585.41	\$ 8.00
Principal retirement	(22,882.19)	0.00	(28,484.51)	0.00
Net Change	0.00	0.00	0.80	8,438.02
Bal., end of period	<u>\$ 715,535.39</u>	<u>\$ 13.38</u>	<u>\$ 679,124.80</u>	<u>\$ 8,438.02</u>

Scheduled retirements of fixed liabilities are as follows:

	FFY Notes	Bonds	Interest	Total
Within one year	\$ 24,018.21	\$ 28,484.51	\$ 82,308.98	\$ 134,549.69
Within second year	26,887.88	30,139.80	79,958.98	134,785.48
Within third year	27,387.63	31,873.28	79,739.32	134,899.62
Within fourth year	28,081.78	33,487.89	79,399.89	134,929.37
Within fifth year	31,584.88	36,838.43	88,893.38	138,071.80
Thereafter	558,711.73	917,384.32	444,827.87	1,840,903.82

**NOTE 9 - RESTATEMENT OF FUND BALANCE**

	Debt Service Fund Balance	Special Revenue Fund Balance
Fund Balance at September 30, 1996, per audited financial statements	\$ 4,427.40	\$ 10,908.40
Adjustment to reclassify Modernization Costs that were booked as operating expenditures	80	85,103.34
Include amount of Annual Contribution Receivable from HUD	138,611.28	80
Fund Balance at September 30, 1996, restated	<u>\$ 138,611.28</u>	<u>\$ 74,341.94</u>

Housing Authority of the Town of Haynesville  
Haynesville, Louisiana

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

**NOTE 8 - 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.

As described in Item 87-2 of the schedule of findings and questioned costs, the PHA did not comply with eligibility requirements regarding the verification of tenants income and the conducting of annual re-examinations. The effect of this non-compliance on the financial statements cannot readily be determined at this time, and accordingly, no provision for any liability has been made in the general purpose financial statements.

COMBINED STATEMENTS

Accounting Authority of the Town of Bayouville  
Bayouville, Louisiana

Reconciling Balance Sheet - All Special Revenue Funds  
September 30, 2007

	Special Revenue 09-2007	0900 09-2007	Totals
<b>ASSETS AND OTHER DEBITS</b>			
<b>Assets:</b>			
cash	\$ 88,804.43	\$ .00	\$ 88,804.43
<b>Receivables:</b>			
Accounts	4,777.00	.00	4,777.00
Other governments	.00	.00	.00
Other	887.43	.00	887.43
Due from other funds	.00	19,040.00	19,040.00
Interfund	.00	.00	.00
Special Fund	9,884.00	.00	9,884.00
Interfund	28,000.00	.00	28,000.00
<b>Accruals and other:</b>			
Cash	.00	.00	.00
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 114,681.43</b>	<b>\$ 19,040.00</b>	<b>\$ 133,721.43</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>			
<b>Liabilities:</b>			
Accounts payable			
Other	\$ 14,040.18	\$ .00	\$ 14,040.18
Other governments	.00	19,040.00	19,040.00
Inventory deposits	1,880.00	.00	1,880.00
Contract obligations	.00	.00	.00
Due to other funds	19,040.00	.00	19,040.00
Accrual WFLD	.00	.00	.00
Deferred revenues	876.82	.00	876.82
<b>TOTAL LIABILITIES</b>	<b>\$ 35,837.00</b>	<b>\$ 19,040.00</b>	<b>\$ 54,877.00</b>
<b>Equity and other credits:</b>			
<b>Fund balances:</b>			
Reserved for projects	\$ 9,884.00	\$ .00	\$ 9,884.00
Unreserved, undesignated	28,000.00	.00	28,000.00
<b>TOTAL SPECIAL AND OTHER CREDITS</b>	<b>\$ 37,884.00</b>	<b>\$ .00</b>	<b>\$ 37,884.00</b>
<b>TOTAL LIAB., EQUITY, &amp; OTHER CREDITS</b>	<b>\$ 73,721.00</b>	<b>\$ 19,040.00</b>	<b>\$ 92,761.00</b>

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



Bonding Activities of The Town of Reynolds  
Reynolds, Oklahoma

Comparing Statement of Revenues, Expenditures, and Changes in Fund Balances -  
All Special Revenue Funds  
Year Ended September 30, 2007

	Revol Revolving (96-148)	FISER (96-148)	Totals
<b>Revenues</b>			
State	\$ 296,497.00	\$ .00	\$ 296,497.00
operational activities/fees	100,104.00	9,761.00	109,865.00
Interest	166.76	.00	166.76
Miscellaneous	1,075.00	.00	1,075.00
<b>Total Revenues</b>	<b>\$ 497,842.76</b>	<b>\$ 9,761.00</b>	<b>\$ 507,603.76</b>
<b>Expenditures</b>			
<b>Current:</b>			
Administrative salaries	\$ 84,000.00	\$ .00	\$ 84,000.00
Professional Fees	8,000.00	.00	8,000.00
Travel	9,000.00	.00	9,000.00
county administration	23,007.04	.00	23,007.04
Tenant services	607.11	9,761.00	10,368.11
Utilities	60,764.33	.00	60,764.33
maintenance salaries	99,894.00	.00	99,894.00
Maintenance materials	9,111.00	.00	9,111.00
Other maintenance (with insurance)	19,000.00	.00	19,000.00
FDOT	.00	.00	.00
Employee benefits	11,476.00	.00	11,476.00
miscellaneous items	497.00	.00	497.00
Capital Expenditures	.00	.00	.00
<b>Total Expenditures</b>	<b>\$ 497,000.00</b>	<b>\$ 9,761.00</b>	<b>\$ 506,761.00</b>
<b>Transfers of Revenues from (other) Expenditures</b>			
	\$ 1,000.00	\$ .00	\$ 1,000.00
<b>Year balance, beginning of period</b>	<b>74,000.00</b>	<b>.00</b>	<b>74,000.00</b>
<b>Year balance, end of period</b>	<b>\$ 75,007.04</b>	<b>\$ .00</b>	<b>\$ 75,007.04</b>

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

SUPPLEMENTAL FINANCIAL INFORMATION - STATUTORY BASIS

Working Inventory of the Town of Squawville  
SQUAWVILLE, VERMONT

Balance Sheet - Statutory Basis  
September 30, 1997

General Accounting System, FY-1998

Assets	
Cash	\$ 45,001.11
Investments (certificates-deposits)	4,783.84
Investments (municipal-bonds)	443.41
Prepaid insurance	5,004.00
Receivables	20,000.00
Debt amortization funds	100,000.00
Other special programs	100,000.00
Fixed assets	5,000,000.00
	<hr/>
Total Assets	\$ 5,894,049.36
	<hr/>
Liabilities and Equities	
Reserve for special deposits	\$ 0,000.00
Accounts payable	5,000.00
Accrued and withheld payroll taxes	7,000.00
Transfer to special funds	0.00
Fixed liabilities	1,000,000.00
	<hr/>
DEBT LIABILITIES	\$ 0,000,000.00
Equity	4,894,049.36
	<hr/>
Total Liabilities and Equities	\$ 5,894,049.36
	<hr/>

Housing Authority of the City of Syracuse  
 Syracuse, NY 13244

Statement of Income and Expenses - Operating Basis  
 Obed Housing Program  
 Year Ended September 30, 2007

Annual Contributions Maximum \$5,000

Operating Income	
Resident Rental	\$ 100,000.00
Resident Fees	275.00
Interest on general fund investments	138.79
Other Income	1,277.50
	<hr/>
Total operating income	\$ 102,691.29
	<hr/>
Operating Expenses	
Administration	\$ 81,476.55
Energy services	967.44
Maintenance	85,790.49
Resident maintenance and operations	41,800.00
General supplies	29,056.55
	<hr/>
Total operating expenses	\$ 240,181.03
	<hr/>
Net operating income (loss) before other items	\$ ( 137,489.74)
	<hr/>
Other charges (credits)	
Interest expense	\$ 85,000.78
Other year adjustments credited	( 26,076.82)
	<hr/>
Total other charges (credits)	\$ 58,923.96
	<hr/>
Net Income (Loss)	\$ ( 78,565.78)

Accounting Authority of the State of Representative  
 Representative, Louisiana

Analysis of Surplus - Statutory Basis  
 Year 1984 September 30, 1987

Annual Contributions Contract: FY-1987

Unreserved surplus	
Balance per 9-30-86 audit	\$ 13,803,086.61
Net income (loss) FY 9-30-87	7,341,883.84
or provision FY 9-30-87	( 44,768.14)
Balance as 9-30-87	<u>\$ 11,480,192.31</u>
Reserved surplus	
Balance per 9-30-86 audit	\$ 33,141.33
or provision FY 9-30-87	62,744.23
Balance as 9-30-87	<u>\$ 95,885.56</u>
Reserve contributions from RSC	
Balance per 9-30-86 audit	\$ 6,009,123.80
Contributions FY 9-30-87	114,000.00
operating activity FY 9-30-87	114,000.00
Balance as 9-30-87	<u>\$ 6,237,123.80</u>
Grants from RSC	
Balance per 9-30-86 audit	\$ 1,000,000.00
grants FY 9-30-87	134,000.00
Balance as 9-30-87	<u>\$ 1,134,000.00</u>
TOTAL surplus	<u><u>\$ 18,947,191.67</u></u>

Reading Authority of the Term of Representatives  
Representative, Committee

Computation of Medical Benefits and Insurance Annual Contributions  
Group Health Program  
Year Ended September 30, 2007

Annual Contributions Estimate: PW-1421

Computation of Medical Benefits	
Operating benefits	
Operating income	\$ 150,883.28
IRS operating subsidy	121,200.00
Prior year adjustments affecting medical benefits	88,876.88
Total operating benefits	<u>\$ 360,960.16</u>
OPERATING EXPENDITURES	
Operating expenses	\$ 228,144.28
Total operating expenditures	<u>\$ 228,144.28</u>
RS before provision for DEBTYS, and PBA multi adjustments (total net)	\$ 14,889.80
	1,491.28
RS before provision for DEBTYS, and PBA Provision for operating reserve	14,746.12
	1 41,746.12
RESIDUAL INCOME AND PBA	<u>\$ .00</u>
Computation of Reading Annual CONTRIBUTION	
Fixed annual contribution	\$ 120,487.88 **
Less interest on loans	884.00
Total annual contribution amount	<u>\$ 119,603.88</u>
Less annual available for payment of annual contribution - RL above	.00
Reading annual CONTRIBUTION	<u>\$ 119,603.88</u>

\*ADDED to contribution by RR.

**Working Inventory of the Fund of Reparatrice  
REPARATIVE, INCORPORATED**

**Statement and Classification of Actual Indemnification Costs  
September 30, 1997**

**Actual Indemnification Insurance Premiums**

	CISF 992	CISF 993
<b>1. Funds approved</b>	<u>\$ 784,100.00</u>	<u>\$ 433,400.00</u>
Funds expended	784,100.00	433,400.00
<b>Balance of funds approved</b>	<u>\$ .00</u>	<u>\$ .00</u>
<b>2. Funds advanced</b>	<u>\$ 799,100.00</u>	<u>\$ 433,400.00</u>
Funds expended	799,100.00	433,400.00
<b>Balance (deficiency) of funds advanced</b>	<u>\$ .00</u>	<u>\$ .00</u>

3. The classification of costs by project as shown on the FUND STATEMENT OF REPARATIVE, INCORPORATED that accompanied the Actual Indemnification Cost Classification dated June 24, 1997 and March 25, 1997 for CISF 992 and CISF 993, respectively, submitted to you for approval is in agreement with the data herein. All indemnification costs have been paid and all RELATED REPARATIVE, INCORPORATED costs have been charged through payment.

WORKING MEMORANDUM OF THE TOWN OF EGYPTVILLE  
Egyptville, Louisiana

Schedule of 2008 Sports Program  
September 30, 2007

AMOUNT CONTRIBUTIONS RECEIVED BY-001.

1. Funds approved	\$ 225,000.00
Funds expended	100,000.00
Balance of funds approved	<u>\$ 125,000.00</u>
2. Funds advanced	\$ 125,000.00
Funds expended	100,000.00
Balance (interim) of funds advanced	<u>\$ 25,000.00</u>



FINANCIAL STATEMENTS OF THE TOWN OF BAYBOROUGH  
 BayBOROUGH, Louisiana

STATEMENT OF FINANCIAL POSITION  
 September 30, 1997

Approved: Commissioner Matthew P. 1431

ASSETS AND OTHER ITEMS

Cash	\$	80,801.00
Investments for 1997 funding	)	18,048.00
Accounts receivable-current		4,700.00
Inventory (materials-equip)		887.10
Prepaid insurance		3,884.70
Investments		34,000.00
		<hr/>
Total	\$	137,820.70

LIABILITIES, RESERVE, and OTHER ITEMS

Township security deposits	\$	2,444.00
Accounts payable-current		9,444.00
Accounts and amounts payable taxes		7,140.00
Township prepaid bonds		874.00
Operating reserves (see FR)		10,891.00
RESERVE FOR DEPRECIATION (see financial notes)	)	5,444.00
		<hr/>
Total	\$	36,297.00

Housing Authority of the Town of Haynesville  
Haynesville, Louisiana

Owned Housing Program

Adjusting Journal Entries  
September 30, 1987

Annual Contributions Contract PWA

	Acct. # for audit report	Acct. # for posting by PHA	Debit	Credit
Electricity (1)	4320	DO	\$ 931.09	
Water	4310		2,588.75	
Other Utilities	4360	NOT	1,081.82	
Gas	4330		38.57	
Accounts Payable	2110	BOOK		\$ 5,468.23

To record accounts payable not recorded on PHA's books at September 30, 1987.

SUPPLEMENTAL FINANCIAL INFORMATION - FEDERAL WORKS

Independent Auditor's Report on Schedule of Expenditures of Federal Awards

Board of Commissioners  
Housing Authority of the Town of Haynesville  
1952 Hill Street  
Haynesville, Louisiana 71508

We have audited the financial statements of Housing Authority of the Town of Haynesville as of and for the year ended September 30, 1997, and have issued our report thereon dated November 21, 1997. Those financial statements are the responsibility of the authority's management. Our responsibility is to express an opinion on those financial statements based on our audit.

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

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Not-For-Profit Organizations", and is not a required part of the financial statements of Housing Authority of the Town of Haynesville. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

November 21, 1997

  
VanRheenen & Miller, Ltd.  
Certified Public Accountants

County Authority of the State of Mississippi  
 Departmental Expenditures

Statement of Departmental or Special Funds  
 For Month September 30, 2007

Departmental Program Title	Account to Balance	Previous Fiscal Balance	Current Year		Balance Carry Forward/ Unexpended	Total Receipts or Disbursements	Balance at End of Year	Balance at End of Year Classified as (Special)
			Receipts	Disbursements				
<b>1-4 Department of Health &amp; Human Development</b>								
<b>Health Programs</b>								
Maternity Clinic	86-1421	16,889	111,000.00	.00	.00	127,889.00	127,889.00	.00
PHU	86-1422	24,400	.00	( 69,914.00)	144,400.00	144,400.00	207,914.00	.00
North Sports Fund	86-1423	14,400	.00	( 27,814.00)	.00	14,400.00	14,400.00	( 13,414.00)
<b>Total for all special funds</b>			<b>155,689.00</b>	<b>( 86,728.00)</b>	<b>144,400.00</b>	<b>281,361.00</b>	<b>449,693.00</b>	<b>( 13,414.00)</b>

We have examined the books provided under the title of receiving described in item 1, to our reasonable satisfaction,  
 and have no essential comments.

## NONFINANCIAL SECTION

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

Board of Commissioners  
Housing Authority of the Town of Haynesville  
1085 Hill Street  
Haynesville, Louisiana 71008

We have audited the general purpose and combining financial statements of Housing Authority of the Town of Haynesville as of and for the year ended September 30, 1987, and have issued our report thereon dated November 21, 1987. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether Housing Authority of the Town of Haynesville's general purpose and combining financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with 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 87-3, 87-4, and 87-5.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Housing Authority of the Town of Haynesville'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 combining 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 leading 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 the Town of Haynesville'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 87-1 and 87-2.

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 reportable conditions in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all material weaknesses that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider item 87-2 to be a material weakness.

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.

  
VanHeenen & Miller, Ltd.  
Certified Public Accountants

November 21, 1987

**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 the Town of Haynesville  
1993 Mill Street  
Haynesville, Louisiana 71008

**Compliance**

We have audited the compliance of Housing Authority of the Town of Haynesville 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 the Town of Haynesville's major federal programs are identified on 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 the Town of Haynesville's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Superseded Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Guide of State, Local, Governmental, and Non-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 assessing, on a test basis, evidence about Housing Authority of the Town of Haynesville's compliance with these requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Housing Authority of the Town of Haynesville's compliance with those requirements.

As described in Item 97-3 in the accompanying schedule of findings and questioned costs, Housing Authority of the Town of Haynesville did not comply with requirements regarding eligibility that are applicable to its major federal program. Compliance with such requirements is necessary, in our opinion, for Housing Authority of the Town of Haynesville to comply with requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, Housing Authority of the Town of Haynesville complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 1997. The results of our auditing procedures also disclosed other instances of noncompliance with those requirements that are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as Items 97-4 and 97-5.

**Internal Control Over Compliance**

The management of Housing Authority of the Town of Haynesville 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 the Town of Haynesville's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.



We noted certain matters including 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, would adversely affect Housing Authority of the Town of Haywards'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 97-3, 97-4, and 97-5.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not feature 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 Item 97-3 to be a material weakness.

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.

November 21, 1997

  
William S. Miller, Ltd.  
Certified Public Accountants

Housing Authority of the Town of Haynesville  
Schedule of Findings and Questioned Costs  
Year Ended September 30, 1987

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose and combining financial statements of Housing Authority of the Town of Haynesville.
2. Two 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 Accounting Standards. None of the conditions are reported as material weaknesses.
3. No instances of noncompliance material to the general purpose and combining financial statements of Housing Authority of the Town of Haynesville were disclosed during this audit.
4. Two 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.
5. The auditor's report on compliance for the major federal award programs for the Housing Authority of the Town of Haynesville expresses an unqualified opinion.
6. Audit findings relative to the major federal award programs for Housing Authority of the Town of Haynesville are reported in Part C. of the Schedule.
7. The programs tested as major programs included: Public and Indian Housing, CPGA # 14,890.
8. The threshold for distinguishing Types A and B programs was \$300,000.00.
9. Housing Authority of the Town of Haynesville was determined to be a low-risk entity.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

**REPORTABLE CONDITIONS:**

**6A-1 - BUDGET OVERRUNS**

Condition: During the fiscal year ending September 30, 1987, the PHA had budget overruns of 28.2% in the category of Total Administrative Expenses.

Criteria: HUD has established that the PHA is a troubled Housing Authority and has imposed guidelines that the PHA must strictly adhere to the budget.

Effect: If the PHA does not adhere to the budget approved by HUD, the operating subsidy received from HUD could be decreased.

Recommendation: The expenditure accounts should be monitored closely to ensure that expenditures do not exceed the HUD approved budget.

Response: We will do so.

Housing Authority of the Town of Haverhill  
 Schedule of Findings and Questioned Costs (Continued)  
 Year Ended September 30, 1987

**97-2 - TENANT FILES**

**Condition and Criteria:** During a test of tenant files, the following deficiencies were noted:

1. In nine files, the tenants had not signed an application for each year of occupancy.
2. Seven files contained no signed HUD Form 5808.
3. Seven files contained no verification of income used in the rent calculation.
4. Seven files contained no documentation to support the medical expense or child care deduction.
5. In five files, annual re-examinations had not been performed on an annual basis.
6. One file had a HUD Form 5808 that was not in agreement with information in the tenant file and was not submitted to the MTCB processing center by the due date.

**Effect:** Tenants may not have been eligible for housing administered through the PHA.

**Cause:** PHA personnel has not been reviewing tenants' files to eliminate deficiencies that may exist.

**Population and Items Tested:** Out of 130 tenants participating in the United Housing program, twelve tenant files were tested. Due to the incompleteness of income documentation, we were unable to determine if rent charged was computed correctly.

**Auditor's Recommendation:** A thorough review of all tenant files should be made to eliminate any deficiencies.

**Greatest Response:** We will do so.

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

	<u>Questioned Costs</u>
<b>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>	
<b>97-3 - TENANT FILES</b>	<b>\$ .00</b>
See Financial Statement Finding No. 2.	
<b>97-4 - BUDGET OVERRUNS</b>	<b>.00</b>
See Financial Statement Finding No. 1.	
<b>97-5 - DISBURSEMENT DOCUMENTATION</b>	<b>\$5.73</b>
<b>Condition and Criteria:</b> During a test of disbursements, the following deficiencies were noted:	

1. One disbursement in the amount of \$36.00 for the purchase of maintenance materials had no invoice to support the procurement.

**Housing Authority of the Town of Hopewell  
Schedule of Findings and Questioned Costs (Continued)  
Year Ended September 30, 1997**

2. One check was written to the Executive Director for the amount of \$127.80 for travel expenses. The travel expenses included a \$30 per day per diem for meals (\$90 total) and \$37 for mileage. Based on the travel policy of the PHA, the PHA will advance money to an employee traveling for the PHA to cover the costs of meals; however, the employee must reimburse the Housing Authority the difference between the amount advanced and the actual amount spent. The PHA had obtained receipts totaling \$78.85, thus resulting in a possible overpayment of \$10.45. Additionally, the PHA paid the Executive Director \$37.80 for mileage with no documentation to support the number of miles driven.

**Effect:** A possibility exists for payments of unallowed expenditures.

**Cause:** Adequate documentation was not maintained to support expenditures.

**Population and Items Tested:** Out of 478 disbursements made during the fiscal year ending September 30, 1997, the sample of disbursements totaled 71.

**Auditor's Recommendation:** Documentation for all disbursements should be maintained, including invoices and receipts supporting the costs. Additionally, the travel policy should be adhered to or amended to reflect the intent of management. Any amendments to the policy should be in accordance with both HUD regulations and state law.

**Grantor's Response:** We will do so.

Housing Authority of the Town of Haynesville  
Summary Schedule of Prior Audit Findings  
Year Ended September 30, 1997

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

1995 - FINDING NO.1

GIAP REQUEST FOR REIMBURSEMENT

**Condition:** During a test of five GIAP requests, no invoice could support \$7,500.00 of one of the requests totaling \$28,400.00.

**Recommendation:** The auditor suggested that care should be taken to fully document that all funds requested have either been expended or encumbered and that the documentation be maintained.

**Current Status:** During a test of six GIAP requests, no documentation could be provided to support two requests totaling \$41,907.11 and \$19,872.94, respectively.

1998 - FINDING NO.2

PERFORMANCE FUNDING SYSTEM APPROVAL

**Condition:** The Board of Commissioners of The Housing Authority did not approve HUD 82723, Calculation of Performance Funding system, prior to submission of the form to HUD.

**Recommendation:** The auditor recommended that the Board of Commissioners should review HUD Form 82723 and adopt a resolution prior to submission.

**Current Status:** The Board of Commissioners approved the HUD Form 82723 during the FYE September 30, 1997, and therefore, no similar finding was noted in the 1997 audit.

1995 - FINDING NO.3

PROHIBITED CONTRACTUAL AGREEMENT

**Condition:** The son of the Executive Director was paid \$1,000.00 from the Youth Sports Program as contract labor for field maintenance duties.

**Recommendation:** The auditor recommended that the Housing Authority should consult with the Housing Authority's legal counsel or the code of ethics commission for Public officials in Louisiana for guidance in complying with the state nepotism statute.

**Current Status:** No similar findings were noted in the 1997 audit.

1998 - FINDING NO.4

TENANT FILES

**Condition:** Of ten tenant files tested, the following deficiencies were noted:

1. Three tenant files had not been recertified since 1993.
2. Three applications were missing social security numbers for applicants and/or dependents over six year old.
3. Four instances of HUD Form 58050 not maintained in the file.
4. Nine instances where tenants had no sources to verify the date of birth or social security number.
5. Four instances where leases were not complete.
6. One instance where no lease was in the file.

Housing Authority of the Town of Haynesville  
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7. Two instances where income was not verified.
8. One tenant did not sign HUD form 9808 and one HUD Form 9808 was missing from the file.
9. Three tenants had prior lease violations.
10. One instance where the rent roll did not agree with the rent per the lease agreement.

**Recommendation:** The auditor recommends that employees responsible for completing and updating tenant files should be knowledgeable in HUD requirements for maintaining tenant files. A supervisor independent of the file preparation should review each file for completeness to ensure all HUD requirements are met. In the 1997 audit, 12 tenant files were tested for compliance.

**Current Status:** Similar deficiencies were noted and are described in the current audit finding 87-2.

1898 - FINDING NO. 5

**AMERICAN EXPRESS CHARGES**

**Condition:** The Executive Director and two employees possess American Express Cards in the Housing Authority name and make personal charges on these cards. One employee repaid \$198.64 of these charges and the remaining \$2,274.13 was set up as an account receivable to be paid back through payroll deductions. Additionally, only six out of eight American Express statements could be located by PHA personnel, and supporting invoices for charges totaling \$2,858.33 on these statements could not be provided.

**Recommendation:** The auditor recommended that accounts receivable should be paid to the Housing Authority by the employees and that no future personal charges should be made on any credit cards or open account of the Housing Authority. Furthermore, the Housing Authority should keep documentation supporting all charges made by the Housing Authority.

**Current Status:** On 3 out of 3 American Express statements tested in the 1997 audit, an employee made personal charges; however, the employee paid the charges with a personal check and the Housing Authority only disbursed amounts which the Housing Authority actually owed. Of the three statements, adequate documentation existed for all 3 statements.

1899 - FINDING NO. 6

**BUDGET OVERRUN**

**Condition:** Actual expenditures exceeded budgeted expenditures by 9.14%.

**Recommendation:** The auditor recommended that Housing Authority personnel should monitor the budget more closely and advise the Board of anticipated shortfalls as prescribed by state statute.

**Current Status:** The PHA had budget overruns of 33.2% in the category of Total Administrative Expenditures during the FYE September 30, 1997 and is described in further detail above in current Finding 97-1.

1900 - FINDING NO. 7

**LATE FILING OF AUDIT REPORT**

**Condition:** The Louisiana Legislative Auditor requires audit reports to be filed within six months of the year-end of the governments. The audit report as of and for the year ended September 30, 1995 was filed after the deadline.

**Recommendation:** The auditor recommended that future audit reports be filed within six months of year-end.

**Current Status:** The 1997 audit was filed within six months of the fiscal year end.