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Financial Report
Terrebonne Parish Recreation District No. 3
Houma, Louisiana
December 31, 1997

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

Release Date JUL 0 1 1998

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Terrebonne Parish Recreation District No. 3

December 31, 1997

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Bourgeois Bennett

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners,
Terrebonne Parish Recreation District No. 3,
Houma, Louisiana.

We have audited the accompanying general-purpose financial statements of Terrebonne Parish Recreation District No. 3, (the District), a component unit of the Terrebonne Parish Consolidated Government, State of Louisiana, as of and for the year ended December 31, 1997, as listed in the table of contents. These general-purpose financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these general-purpose 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 statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Terrebonne Parish Recreation District No. 3 as of December 31, 1997, and the results of its operations for the year ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 3, 1998, on our consideration of the Terrebonne Parish Recreation District No. 3's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Bourgeois Bennett, LLC.

Certified Public Accountants

Houma, La.,
February 3, 1998.

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**COMBINED BALANCE SHEET -
GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP**

Terrebonne Parish Recreation District No. 3

December 31, 1997

	<u>Governmental Fund Type</u>	<u>Account Group</u>	<u>Total</u>
	<u>General</u>	<u>General Fixed Assets</u>	<u>(Miscellaneous Only)</u>
Assets			
Cash	\$ 18,110	\$ -	\$ 18,110
Receivables - taxes	3,417	-	3,417
Due from other governmental units	46,506	-	46,506
Deposit	70	-	70
Fixed assets	-	322,033	322,033
Total assets	<u>\$ 68,113</u>	<u>\$ 322,033</u>	<u>\$ 390,348</u>
Liabilities			
Accounts payable and accrued expenditures	\$ 679		\$ 679
Due to Terrebonne Parish			
Consolidated Government	<u>13,851</u>		<u>13,851</u>
Total liabilities	<u>14,530</u>		<u>14,530</u>
Equity and Other Credits			
Investment in general fixed assets	-	\$ 322,033	322,033
Fund balance - unreserved	<u>54,153</u>	-	<u>54,153</u>
Total equity and other credits	<u>54,153</u>	<u>322,033</u>	<u>376,186</u>
Total liabilities, equity and other credits	<u>\$ 68,513</u>	<u>\$ 322,033</u>	<u>\$ 390,348</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL -
GOVERNMENTAL FUND TYPE - GENERAL FUND**

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Taxes - ad valorem	\$ 49,850	\$ 50,000	\$ 810
Intergovernmental:			
State of Louisiana:			
State revenue sharing	4,700	6,333	1,943
Miscellaneous:			
Interest	400	489	89
Other	-	322	322
Total revenues	<u>54,550</u>	<u>58,003</u>	<u>3,263</u>
Expenditures			
Current:			
General Government:			
Ad valorem tax adjustment		261	(261)
Ad valorem tax deductions		<u>2,605</u>	<u>(2,605)</u>
Total general government		<u>2,866</u>	<u>(2,866)</u>
Culture and Recreation:			
Personal services	17,750	17,033	717
Supplies and materials	4,170	3,853	317
Other services and charges	10,922	11,373	(451)
Repairs and maintenance	6,400	6,986	(586)
Capital expenditures	<u>1,800</u>	<u>1,723</u>	<u>77</u>
Total culture and recreation	<u>41,042</u>	<u>41,068</u>	<u>(26)</u>
Total expenditures	<u>41,042</u>	<u>43,934</u>	<u>(2,892)</u>
Excess of Revenues Over Expenditures	<u>\$ 13,508</u>	14,069	<u>\$ 471</u>
Fund Balance			
Beginning of year		<u>40,084</u>	
End of year		<u>\$ 54,153</u>	

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**Terrebonne Parish Recreation District No. 3**

December 31, 1997

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Terrebonne Parish Recreation District No. 3 (the District) conform to generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

a) Reporting Entity

The District is a component unit of the Terrebonne Parish Consolidated Government (the Parish) and as such, these component unit financial statements will be included in the comprehensive annual financial report (CAFR) of the Parish for the year ended December 31, 1997.

The District has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b) Fund Accounting

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Fund Accounting (Continued)

Governmental Funds

Governmental Funds are those through which the governmental functions of the District are financed. The acquisition, use and balances of the District's expendable financial resources and the related liabilities are accounted for through Governmental Funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental Fund of the District:

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

Account Group

The General Fixed Assets Account Group is used to account for fixed assets not accounted for in proprietary or trust funds.

c) Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes and the related state revenue sharing (intergovernmental revenues) are considered "measurable" at the time of levy. Miscellaneous revenues are recorded as revenues when received in cash by the District because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Use of Estimates

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

e) Operating Budgetary Data

As required by Louisiana Revised Statute 29:1303, the Board of Commissioners (the Board) adopted a budget for the District's General Fund. The Board, as allowed by state law, does not obtain public participation in the budget process. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. The District amended its budget once during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The General Fund budget is adopted on a basis materially consistent with generally accepted accounting principles.

f) Bad Debts

The financial statements for the District contain no allowance for bad debts. Uncollectible amounts due for ad valorem taxes are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the General Fund.

g) Investments

The District did not have any investments during the year.

h) Fixed Assets

Fixed assets used in governmental fund type operations (fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. The Account Group is not a fund. It is concerned only with the measurement of financial position.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Fixed Assets (Continued)

It is not involved with the measurement of results of operations. Public domain ("infrastructure") fixed assets consisting of certain improvements other than buildings, including roads, bridges, culverts and gutters, streets and sidewalks, drainage systems and lighting systems, are not capitalized along with other fixed assets. No depreciation has been provided on fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

i) Vacation and Sick Leave

The District has one full-time employee. There is no material accumulated unpaid vacation at December 31, 1997. Salaries and related employer benefits are paid by the Parish and subsequently reimbursed by the District. All salaries and related employee benefit transactions are reflected as personal services.

j) Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the District.

k) Memorandum Only - Total Column

The total column on the general-purpose financial statements is captioned "Memorandum Only" because it does not represent consolidated financial information and is presented only to facilitate financial analysis. The column does not present information that reflects financial position, results of operations or cash flows in accordance with generally accepted accounting principles. Interfund eliminations have not been made in the aggregation of this data.

Note 2 - DEPOSITS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

Note 2 - DEPOSITS (Continued)

State law requires deposits (cash) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes the FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

Deposits are categorized into three categories of credit risk.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the District or its agent, in the District's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department or its agent in the District's name.

Category 3 includes deposits covered by collateral held by the pledging financial institution or its trust department or agents but not in the District's name and deposits which are uninsured or uncollateralized.

The year end bank balances and the carrying amount as shown on the balance sheet are as follows:

	Bank Balances			Bank Balance
	Category			
	1	2	3	
Cash	<u>\$17,910</u>	<u>\$-</u>	<u>\$-</u>	<u>\$18,110</u>

At December 31, 1997, cash was not in excess of the FDIC insurance.

Note 3 - PROPERTY TAXES

Property taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law.

Note 3 - PROPERTY TAXES (Continued)

A reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the last of January 1, 1996. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for the year ended December 31, 1997 was \$7.00 per \$1,000 of assessed valuation on property within Recreation District No. 3 for the purpose of maintaining, constructing and operating recreational facilities within the District.

Note 4 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units at December 31, 1997 consisted of the following:

	<u>General Fund</u>
State of Louisiana - State revenue sharing	\$ 6,279
Terrebonne Parish Tax Collector - December, 1997 collections remitted to the District in January, 1998: Ad valorem taxes	<u>40,637</u>
Total	<u>\$46,916</u>

Note 5 - CHANGES IN FIXED ASSETS

A summary of changes in fixed assets follows:

	Balance January 1, 1997	Additions	Balance December 31, 1997
Land and building	\$163,487	\$ -	\$163,487
Improvements other than building	77,083	1,713	78,806
Machinery and equipment	<u>78,740</u>	<u>-</u>	<u>78,740</u>
Totals	<u>\$319,310</u>	<u>\$1,713</u>	<u>\$321,023</u>

Note 6 - DUE TO TERREBONNE PARISH CONSOLIDATED GOVERNMENT

Amounts due to Terrebonne Parish Consolidated Government (the Parish) at December 31, 1997 consisted of the following:

Salary reimbursement	\$ 3,681
Loan	<u>10,000</u>
Total	<u>\$13,681</u>

The loan with the Parish is an interest free loan and is covered by an intergovernmental agreement. The loan was to be used for current operations of the District and to pay the general operating expenses. The loan is payable to the Parish when a certain piece of land is sold. The District anticipates the sale of this land within the next year.

Note 7 - DEFINED BENEFIT PENSION PLAN

Plan Description - The Department contributes to Plan B of the Parochial Employees' Retirement System of Louisiana (the System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS), which is controlled and administered by a separate Board of Trustees. The system provides retirement, disability benefits and survivor's benefits and cost of living adjustments to plan members and beneficiaries. Act 205 of the 1952 Louisiana Legislative Session established the plan. The system is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2015, specifically, and other general laws of the State of Louisiana. The system issues a publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to Parochial Employees' Retirement System, P.O. Box 14619, Baton Rouge, Louisiana, USA 70898-4619.

Funding Policy - Plan members are required to contribute 3% of their annual covered salary less \$100 per month and the Department is required to contribute at an actuarially determined rate. The current rate is 2.5% of annual covered payroll. In addition, the System also receives a percentage of tax revenues from various taxing bodies. The contribution requirements of plan members and the Department are established and may be amended by State Statute. The Department's contributions to PERS for the years ending December 31, 1997, 1996 and 1995 were \$348, \$139 and \$104, respectively, equal to the required contributions for each year.

Note 8 - COMPENSATION OF BOARD MEMBERS

No compensation was paid to Board Members during the year ended December 31, 1997.

Note 9 - RISK MANAGEMENT

The District participates in Terrebonne Parish's (oversight entity) risk management internal service funds for general liability and workers compensation. The premiums for workers compensation is based on a fixed percentage of payroll. The District's premiums for general liability are based on various factors such as operations and maintenance budget, exposure and claims experience. The Parish handles all claims filed against the District. The District could have additional exposure for the claims in excess of the Parish's insurance contracts as described below:

<u>Policy</u>	<u>Coverage Limits</u>
General Liability	\$6,500,000
Workers' Compensation	Statutory

Coverage for claims in excess of the above stated limits are to be funded first by assets of the Parish's risk management internal service fund, \$2,481,697 at December 31, 1996, then secondly by the District and other participating funds and agencies. At December 31, 1997, the District had no claims in excess of the above coverage limits.

Note 10 - LEASES

The District leases an storage tract under an operating lease. The option to renew is made each year. The lease is \$1,000 per year with one remaining option year to renew at May 1, 1998. Rental expenditures for the lease amounted \$1,000 for the year ended December 31, 1997.

SPECIAL REPORT OF CERTIFIED PUBLIC ACCOUNTANTS



Bourgeois Bennett

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL
PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners,
Terrebonne Parish Recreation District No. 3,
Houma, Louisiana.

We have audited the general-purpose financial statements of the Terrebonne Parish Recreation District No. 3 (the District), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 1997, and have issued our report thereon dated February 3, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the District's general-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is described in the Schedule of Findings and Questioned Costs as Item 97-2.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general-purpose 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 operations that we consider to be reportable conditions. The reportable

condition involves matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the entity's ability to record, process, summarize and report financial data consistent with the assertions of management in the general-purpose financial statements. The reportable condition is described in the Schedule of Findings and Questioned Costs as Item 97-1.

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

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

Bougeois Bennett, LLC

Certified Public Accountants

Monroe, La.,
February 3, 1998.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section I Summary of Auditor's Results

a) Financial Statements

Type of auditor's report issued: unqualified

Internal control over financial reporting:

- Material weakness(es) identified? X yes no
- Reportable condition(s) identified that are not considered to be material weaknesses? X yes none reported

Noncompliance material to financial statements noted? X yes no

b) Federal Awards

Terrebonne Parish Recreation District No. 3 did not receive federal awards during the year ended December 31, 1997.

Section II Financial Statement Findings

- 97-1 **Criteria** - Internal controls should be in place that provide reasonable assurance that all transactions are occurring as approved by the Board and are recorded in the accounting records during the proper period

Condition - During our audit, we noted a lack of segregation of duties in the areas of cash and expenditure accounting. This was evidenced by noting certain checks contained one authorized signature, other checks were issued out of sequence, and certain expenditures were not charged to the proper accounts or in the proper period. There appears to be a lack of supervision in financial reporting.

Questioned costs - None

Context - Not applicable

Effect - A weak system of internal controls over financial reporting may result in errors, irregularities and fraud not being detected in a timely manner.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section II Financial Statement Findings (Continued)

97-1 (Continued)

Cause - The Board has lessened its oversight in these areas.

Recommendation - The Board should increase its level of oversight by requiring monthly cash basis financial statements. The financial statements should be supported by the monthly bank statement and the reconciliation to the financial statements. In addition to the beginning and ending cash balances, dates, check number and the payer and payee should be included for all transactions during the month.

Views of responsible officials of the auditor when there is disagreement with the finding, to the extent practical - None

97-2 **Criteria** - Article VII, Section 14 of the 1974 Constitution as well as Attorney General Opinion 79-719 prohibits advancing wages:

Condition - The District advanced wages of \$700 for 1997 to the Secretary/Treasurer.

Questioned costs - \$700

Context - These transactions were limited to the Secretary/Treasurer during the year ended December 31, 1997.

Effect - Wages were advanced to the Secretary/Treasurer and as a result this was a violation of state law.

Cause - The Secretary/Treasurer overpaid herself because she does not pay herself on a monthly basis.

Recommendation - We recommend that the Secretary/Treasurer should only get paid eight and a half payments in 1998. A payment schedule should be developed and followed to ascertain this incident does not occur again. Also, payments should be issued after the services are performed as evidenced by an invoice for services.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section III Financial Statement Findings (Continued)

97-2 (Continued)

Views of responsible officials of the auditee when there is disagreement with the finding,
to the extent practical - None

Section III Federal Award Findings and Questioned Costs

Not applicable.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section I Internal Control and Compliance Material to the General-Purpose Financial Statements

Internal Control

- 96-1 Recommendation** - All checks should have the required two signatures and be completely filled out. Preprinted checks should have lines for two signatures and the proper title of the District should be shown. Checks should be posted to the disbursement journal in a timely manner.

Management's response - Checks are being recorded to show proper information. The checks are being signed at the meetings and the Secretary/Treasurer will double check for the two signatures before disbursement. Checks will be recorded and posted more timely. Unresolved, see finding 97-1.

- 96-2 Recommendation** - Expenditures on all invoices should be broken down and posted to the correct accounts especially for budget and comparative purposes as this is extremely important. All invoices should be paid in timely manner. As a political subdivision the District is exempt from sales taxes. Proper forms for the exemption should be filed with all vendors and reimbursement's limited to emergencies. Charge accounts should be set up with vendors to eliminate the need to reimburse employees and the Chairman and to eliminate paying sales taxes. A filing system should be maintained to assure that all invoices are filed.

Management's response - Expenditures will be broken down on the invoice by account and then posted. A gas charge account will be set up to eliminate reimbursement and sales tax. Invoices will try to be paid within thirty days. Partially resolved, see finding 97-1.

- 96-3 Recommendation** - We recommend that care be taken to prepare the bank reconciliations and the cash journal properly to ascertain that cash is properly accounted for. We also recommend that the Chairman evidence her review and approval of the bank statements and reconciliations in writing.

Management's response - The Secretary/Treasurer will double check that her bank reconciliations are done properly. The Chairwoman will begin to initial the statements as evidence of her approval. Partially resolved, see finding 97-1.

SCHEDULE OF PRIOR YEAR FINDINGS
(Continued)

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section I Internal Control and Compliance Material to the General-Purpose Financial Statements (Continued)

Compliance

No compliance findings material to the general-purpose financial statements were noted during the year ended December 31, 1996.

Section II Internal Control and Compliance Material to Federal Awards

Terrebonne Parish Recreation District No. 3 did not receive federal awards during the year ended December 31, 1996.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 1996.

MANAGEMENT'S CORRECTIVE ACTION PLAN

Terrebonne Parish Recreation District No. 3

For the year ended December 31, 1997

Section I Internal Control and Compliance Material to the General-Purpose Financial Statements

Internal Control

97-1 **Recommendation** - The Board should increase its oversight by requiring monthly cash basis financial statements. The financial statements should be supported by the monthly bank statements and the reconciliations to the financial statements. In addition to beginning and ending cash balances, dates, check number and the paper and payee should be indicated for all transactions during the month.

Management's corrective action - The above recommended procedures will be performed, in 1998, on a monthly basis, by Sandy Hughes, Secretary/Treasurer, and the Board reports will include the information described.

Compliance

97-2 **Recommendation** - We recommend that the Secretary/Treasurer should only get paid eight and a half payments in 1998. A payment schedule should be developed and followed to ascertain this incident does not occur again. Also, payments should be issued after the services are performed as evidenced by an invoice for services.

Management's corrective action - In 1998, the Secretary/Treasurer will not be paid her salary of \$300 per month for February, March and April services and only \$100 for May services.

Section II Internal Control and Compliance Material to Federal Awards

Terrebonne Parish Recreation District No. 3 did not receive federal awards during the year ended December 31, 1997.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 1997.

COMMUNICATIONS LETTER



Bourgeois Bennett

COMMUNICATIONS WITH BOARD OF COMMISSIONERS

To the Board of Commissioners,
Terrebonne Parish Recreation District No. 1,
Houma, Louisiana

We have audited the general-purpose financial statements of Terrebonne Parish Recreation District No. 1 for the year ended December 31, 1997, and have issued our report thereon dated February 3, 1998. Professional standards require that we provide you with the following information related to our audit.

1) OUR RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS AND GOVERNMENT AUDITING STANDARDS

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the general-purpose financial statements are free of material misstatement. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud or other illegal acts may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

2) SIGNIFICANT ACCOUNTING POLICIES

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the general-purpose financial statements. No new accounting policies were adopted and the application of existing was not

3) SIGNIFICANT ACCOUNTING POLICIES (Continued)

changed during 1997. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

3) ACCOUNTING ESTIMATES

Accounting estimates are an integral part of the general-purpose financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the general-purpose financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements relate to the collectibility of accounts receivable and valuation of accrued expenditures. We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole. Management has provided us with representations concerning estimates.

4) SIGNIFICANT AUDIT ADJUSTMENTS

We did not initiate any significant audit adjustments during our recent audit. Year end adjustments and closing entries were prepared and provided to management.

This information is intended solely for the use of the Board of Commissioners and management of Terrebonne Parish Recreation District No. 3 and should not be used for any other purpose. However, this report is a matter of public record, and its distribution is not limited.

Bourgeois Bennett, L.L.C.

Certified Public Accountants