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**FRANKLIN PARISH LIBRARY**  
Winborne, Louisiana

**General Purpose Financial Statements  
With Accountant's Compilation Report  
and Approved Procedures Report  
As of and for the Year Ended  
December 31, 1988**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewer, entity and other appropriate public officials. This report is available for public inspection at the State Budget Office of the Legislative Auditor General, where appropriate, at the office of the parish clerk of court.

Release Date: ~~12/21/88~~

**VERNON R  
COON**  
REGISTERED PUBLIC ACCOUNTANT

FRANKLIN PARISH LIBRARY  
Windsboro, Louisiana

General Purpose Financial Statements  
With Accountant's Compilation Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 1998

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## Accountant's Compilation Report

**BOARD OF CONTROL  
FRANKLIN PARISH LIBRARY  
Winnfield, Louisiana**

I have compiled the accompanying general purpose financial statements, as listed in the foregoing table of contents, of the Franklin Parish Library, a component unit of the Franklin Parish Police Jury, as of December 31, 1998, and for the year then ended, in accordance with standards established by *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

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

West Monroe, Louisiana  
March 19, 1999

**THE PROFESSIONAL BUREAU,  
WEST MONROE,  
LOUISIANA 71291  
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**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

**FRANKLIN PARISH LIBRARY**  
 Winthorn, Louisiana  
**ALL FUND TYPES AND ACCOUNT GROUPS**

Combined Balance Sheet, December 31, 1998

	GOVERNMENTAL	... ACCOUNT GROUPS ...		TOTAL
	FUND TYPE - GENERAL FUND	GENERAL FUND ASSETS	GENERAL LONG-TERM OBLIGATIONS	(MEMORANDUM ONLY)
<b>ASSETS AND OTHER DEBITS</b>				
Cash and cash equivalents	5381,401			5381,401
Receivables	283,318			283,318
Land, building, furniture, equipment, books, etc.		\$1,412,120		1,412,120
Amount to be provided for retirement of general long-term obligations			\$2,918	2,918
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<u>5664,719</u>	<u>\$1,412,120</u>	<u>\$2,918</u>	<u>\$7,079,757</u>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities:</b>				
Accounts payable	513,607			513,607
Compensated absences payable			\$2,918	2,918
Total Liabilities	<u>513,607</u>	<u>None</u>	<u>2,918</u>	<u>516,525</u>
<b>Fund Equity:</b>				
Investment in general fixed assets		\$1,412,120		1,412,120
Fund balance - unreserved - undesignated	551,112			551,112
Total Fund Equity	<u>551,112</u>	<u>1,412,120</u>	<u>None</u>	<u>1,963,232</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>5664,719</u>	<u>\$1,412,120</u>	<u>\$2,918</u>	<u>\$7,079,757</u>

See accompanying notes and accountant's compilation report.

**FRANKLIN PARISH LIBRARY**  
 Winnboro, Louisiana  
**GOVERNMENTAL FUND TYPE**

**Combined Statement of Revenues, Expenditures,  
 and Changes in Fund Balances - Budget  
 (GAAP Basis) and Actual  
 For the Year Ended December 31, 1998**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes - ad valorem	\$275,400	\$310,409	\$35,009
Intergovernmental revenues:			
State revenue sharing	28,000	29,930	(8,970)
Other state grants	100,000	15,694	(84,306)
Fees and charges for library services	5,000	5,725	725
Fines and forfeitures	3,600	5,189	1,589
Use of money and property - interest earnings	10,000	22,138	12,138
Other revenues	5,000	30,624	25,624
Total revenues	<u>425,000</u>	<u>424,677</u>	<u>(323)</u>
<b>EXPENDITURES</b>			
Culture and recreation:			
Current:			
Personal services and related benefits	208,500	201,555	6,945
Operating services	98,000	44,746	(53,254)
Materials and supplies	1,500	9,340	(880)
Travel and other charges	2,000	2,325	(325)
Capital outlay	500,500	174,735	325,765
Intergovernmental	12,000	10,084	1,916
Total expenditures	<u>922,500</u>	<u>442,821</u>	<u>479,679</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(497,500)</u>	<u>(28,144)</u>	<u>469,356</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>330,000</u>	<u>690,128</u>	<u>360,128</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$172,500</u>	<u>\$661,984</u>	<u>\$489,484</u>

See accompanying notes and accountant's compilation report.

FRANKLIN PARISH LIBRARY  
Winnibest, Louisiana

Notes to the Financial Statements  
As of the year ended December 31, 1998

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Franklin Parish Library was established by the Franklin Parish Police Jury, under the provisions of Louisiana Revised Statute 25:211. The library provides citizens of the parish access to library materials, books, magazines, records, and films. The library is governed by a board of control which is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control serve without compensation.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Franklin Parish Police Jury is the financial reporting entity for Franklin Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Franklin Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

**FRANKLIN PARISH LIBRARY**

Winnifree, Louisiana

**Notes to the Financial Statements (Continued)**

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury created the library, appoints members of the library's governing body, and has the ability to impose its will on the library, the library was determined to be a component unit of the Franklin Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the library and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**B. FUND ACCOUNTING**

The library 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 that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net-assignable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The library's current operations require only the use of governmental funds.



**FRANKLIN PARISH LIBRARY**

Winnifree, Louisiana

**Notes to the Financial Statements (Continued)**

(General Fund). Revenues of the General Fund include ad valorem taxes, state revenue sharing, fees, fines and forfeitures, and interest earnings. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS AND  
LONG-TERM OBLIGATIONS**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Approximately 4 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 96 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets.

For long-term obligations, such as compensated absences, only that portion expected to be financed from expendable available financial resources is reported as a liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term obligations account group.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The library uses the following practices in recognizing and reporting revenues and expenditures:

## FRANKLIN PARISH LIBRARY

Winnifree, Louisiana

### Notes to the Financial Statements (Continued)

#### Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and households in the parish) are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees, fines, and forfeitures are recorded when the library is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees, fines, and forfeitures have been treated as susceptible to accrual.

#### Expenditures

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

### E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting by the administrative librarian, is presented to the board of control during the November meeting each year. A budget hearing is held at least fifteen days prior to the beginning of each fiscal year for public participation. The budget is then legally adopted by the board of control and amended during the year, as necessary. The budget is established and controlled by the administrative librarian within the limits of the adopted

**FRANKLIN PARISH LIBRARY**

Winnfield, Louisiana

**Notes to the Financial Statements (Continued)**

and amended budget. Encumbrances are not used in the accounting system. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of control.

Fiscal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments for the year ended December 31, 1998.

**F. CASH AND CASH EQUIVALENTS**

Under state law, the library may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The library may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 1998, the library has cash and cash equivalents (bank balances) totaling \$381,401 as follows:

Demand deposits	\$34,361
Petty cash	50
Time deposits	<u>346,990</u>
Total	<u>\$381,401</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at December 31, 1998 are under secured as follows:

Bank balances	<u>\$381,400</u>
Federal deposit insurance	\$381,000
Pledged securities (noncollateralized)	<u>314,846</u>
Total	<u>\$1,077,246</u>

**FRANKLIN PARISH LIBRARY**

Winnabow, Louisiana

**Notes to the Financial Statements (Continued)**

Because the pledged securities are held by a collateral bank in the name of the fiscal agent bank rather than in the name of the library, they are considered uncollateralized (Category 3) under the provisions of GASB Codification COO 306. However, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the collateral bank to advise by and sell the pledged securities within 10 days of being notified by the library that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the library's name.

**6. VACATION AND SICK LEAVE**

Employees receive from four to twenty-two days of vacation leave each year, depending on education and length of service. Sick leave is earned at the rate of twelve days each year and employees may accumulate sick leave not to exceed thirty-six days. Upon separation of service, employees are compensated for accumulated vacation leave up to a maximum of five days, but are not compensated for sick leave. Full-time employees receive one day per quarter for personal leave.

At December 31, 1998, employees of the library have accumulated and vested \$2,918 of employee leave benefits, computed in accordance with GASB Codification Section COO. This amount is recorded as a general long-term obligation in the accompanying financial statements.

The cost of leave privileges, computed in accordance with the above codification, is recognized as a current year expenditure within the General Fund when leave is actually taken or when employees are paid for accrued leave under the conditions previously outlined.

**III. RISK MANAGEMENT**

The library is exposed to various risk of loss related to (tort; theft) of, damage to, and destruction of assets, and injuries to employees. To handle each risk of loss, the library maintains a commercial insurance policy covering property, general liability, employee fidelity, and workman's compensation. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 1998.

**FRANKLIN PARISH LIBRARY**

Winnabow, Louisiana

## Notes to the Financial Statements (Continued)

**1. TOTAL COLUMN ON THE BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. LEVIED TAXES**

The ad valorem tax millage levied by the Library was 7.26 for the year ended December 31, 1998. The authorized millage for the year was 7.00 mills. The difference between the authorized and levied millage is the result of assessments of the taxable property required by Article 7, Section 23 of the Louisiana Constitution of 1974. The tax expires in the year 2000.

The following are the principal taxpayers for the parish and their 1998 assessed valuations (amounts expressed in thousands):

	1998 Assessed Valuation	Percent of Total Assessed Valuation
Energy Louisiana, Inc.	\$2,655	3.32%
BellSouth Telecommunications	1,724	2.18%
ANR Pipeline	1,287	2.08%
Tennessee Gas Pipeline	1,168	1.79%
Winnabow State Bank	1,261	2.64%
Columbia Gulf Transmission	1,166	1.78%
Franklin State Bank & Trust Co.	1,066	1.72%
Wal-Mart Stores East	1,019	1.65%
Northeast Louisiana Power Corp.	900	1.43%
Wal-Mart Stores	788	1.27%
Total	<u>\$12,306</u>	<u>19.87%</u>

**3. RECEIVABLES**

The General Fund receivables of \$282,348 at December 31, 1998, are as follows:

**FRANKLIN PARISH LIBRARY**

Monroe, Louisiana

**Notes to the Financial Statements (Continued)**

Taxes - Ad valorem	\$269,814
Intergovernmental - state revenue sharing (net)	<u>13,504</u>
Total	<u>\$283,318</u>

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	<u>Balance at January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at December 31</u>
Improvements other than buildings	\$534,530	\$41,715		\$576,245
Furniture and equipment	171,439	2,554		173,993
Library materials	832,787	138,664	(58,411)	892,940
Total	<u>\$1,538,756</u>	<u>\$172,933</u>	<u>(58,411)</u>	<u>\$1,653,278</u>

**5. PENSION PLAN**

Substantially all employees of the Franklin Parish Library are members of the Parishwide Employees Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the library are members of Plan A.

All permanent employees working at least twenty-eight hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 30 years of creditable service, or at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one per cent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus 3 per cent of final average salary for each year of service credited after the effective date. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefits accrued to their date of termination. The system also provides death and disability benefits.

**FRANKLIN PARISH LIBRARY**

Winnberg, Louisiana

**Notes to the Financial Statements (Continued)**

Benefits are established or amended by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, Post Office Box 14679, Baton Rouge, Louisiana 70803-4679, or by calling (504) 828-1564.

Under Plan A, members are required by state statute to contribute 9.50 per cent of their annual covered salary and the Franklin Parish Library is required to contribute at an actuarially determined rate. The current rate is 7.35 per cent of annual covered payroll. Contributions to the system also include one-fourth of one per cent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based pro rata on the salaries of the active members of each plan. The contribution requirements of plan members and the Franklin Parish Library are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Franklin Parish Library's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$30,612, \$8,876 and \$7,389, respectively, equal to the required contributions for each year.

**6. CHANGES IN GENERAL LONG-TERM OBLIGATIONS -  
COMPENSATED ABSENCES PAYABLE:**

Long-term obligations at January 1, 1998	82,710
Additions	10,414
Deletions	(10,366)
Adjustment <sup>1</sup>	(8)
Long-term obligations at December 31, 1998	<u>82,818</u>

<sup>1</sup> As discussed in note 10, upon separation from employment, employees are paid for accumulated leave at their current rate of pay. The adjustment is for the purpose of adjusting amounts for annual leave resulting from the differences between beginning and ending rates of pay.

**FRANKLIN PARISH LIBRARY**

Warrington, Louisiana

**Notes to the Financial Statements (Continued)**

**8. OPERATING LEASE**

During 1998, the library entered into an operating lease for a copier and coin operator. The lease requires 36 monthly payments of \$443 through November, 1998. Twelve payments totaling \$5,316 were made during 1998 and are reflected in operating services expenditures of the General Fund.

**9. LITIGATION AND CLAIMS**

At December 31, 1998, the Franklin Parish Library is not involved in any litigation, nor is it aware of any unasserted claims.

**10. YEAR 2000 ISSUE**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Franklin Parish Library has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the library's office. The library has identified the following systems requiring 2000 remediation: a financial reporting system. All testing and validation of this system has been completed.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the library is or will be Year 2000 ready, that the library's remediation efforts will be successful in whole or part, or that parties with whom the library does business will be year 2000 ready.



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

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the Louisiana Governmental Audit Guide and the Louisiana Accountant's Commission, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



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

**BOARD OF CONTROL  
FRANKLIN PARISH LIBRARY  
Winnfield, Louisiana**

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed upon by the management of the Franklin Parish Library and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertion about the Franklin Parish Library's compliance with certain laws and regulations during the year ended December 31, 1998 included in the accompanying *Louisiana Attachment Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Public Bid Law**

1. Select all expenditures made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2291 (the public bid law).

A review was made of all disbursement journals for the year. That review disclosed six expenditures made during the period under examination for materials and supplies exceeding \$15,000 or any expenditures made for public works exceeding \$100,000. All purchases were made in accordance with LSA-RS 38:2211-2291.

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**FRANKLIN PARISH LIBRARY**  
Independent Accountant's Report on  
Applying Agreed Upon Procedures  
December 31, 1998

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS-42:1108-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list including the noted information.

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

Management provided me with the required list.

4. Examine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure 3 above appeared on the list provided by management in agreed-upon procedure 2 above.

**Budgeting**

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

Management provided me with a copy of the original budget. There was one amendment to the budget during the year.

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

I traced the adoption of the original budget to the minutes of a meeting held on December 4, 1997 which indicated that the budget had been adopted by the Board of Control of the Franklin Parish Library. I traced the adoption of the only budget amendment to the minutes of a meeting held on July 1, 1998.

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

**FRANKLIN PARISH LIBRARY**  
**Independent Accountant's Report on**  
**Applying Agreed Upon Procedures**  
**December 31, 1998**

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fall to more budgeted amounts by 5% or more, nor did actual expenditures exceed budgeted amounts by 5% or more.

**Accounting and Reporting**

8. Randomly select 6 disbursements made during the period under examination and:
- (a) trace payments to supporting documentation as to correct amount and payee;
  - (b) determine if payments were properly coded to the correct fund and general ledger account;
  - (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

- (a) The six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.
- (b) All six payments were coded to the correct fund and general ledger account.
- (c) Inspection of documentation supporting each of the six disbursements indicated approvals from the librarian and a board member. Further, the types of disbursements made were included in the library's approved budget.

**Meetings**

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

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained by the bookkeeper.

FRANKLIN PARISH LIBRARY  
Independent Accountant's Report on  
Applying Agreed Upon Procedures  
December 31, 1998

**Field**

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

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

**Advances and Bonuses**

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

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

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

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



Wm. Murray, Louisiana  
March 19, 1999

### **Louisiana Attestation Questionnaire**

The accompanying Louisiana Attestation Questionnaire has been completed by management and is included in this report as required by the questionnaire.

Vernon R. Coon  
Certified Public Accountant  
114 Professional Drive  
West Monroe, La 71290

Mr. Coon,

In connection with your compilation of our financial statements of the Finlaylin Parish Library as of December 31, 1998 and for the year then ended, and as required by Louisiana Revised Statute (24:51) and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on information available to us as of March 4, 1999.

#### **PUBLIC BID LAW**

1. The provisions of the public bid law, LSA-BS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes  No  N/A

#### **CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. No employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-BS 42:1101-1134.

Yes  No  N/A

3. No member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1990 under circumstances which would constitute a violation of LSA-BS 42:1118.

Yes  No  N/A

## BUDGETING

4. We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes  No  N/A

## ACCOUNTING AND REPORTING

5. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:30, and 44:36.

Yes  No  N/A

6. We have filed our annual financial statements in accordance with LSA-RS 24:514, LSA-RS 33:483, and/or LSA-RS 39:92, as applicable.

Yes  No  N/A

7. We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes  No  N/A

## MEETINGS

8. We have complied with the provisions of the Opening Meetings Law, LSA-RS 42:1-12.

Yes  No  N/A

## DEBT

9. We have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1874 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes  No  N/A



## ADVANCES AND BONUSES

10. We have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1938 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes  No  N/A

We have disclosed to you all known non-compliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

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

*Cynthia Robertson*  
Librarian

March 4, 1999  
Date