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WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH OAKDALE, LOUISIANA

A Component Unit of the Allen Parish Police Jury

ANNUAL FINANCIAL REPORT

For the Year Ended June 30, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally 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 JAN 27 1999



Morse & Company
Professional Corporation
Certified Public Accountants

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
Oulala, Louisiana

A Component Unit of the Allen Parish Police Jury

ANNUAL FINANCIAL REPORT

For the Year Ended June 30, 1998

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Miras & Company
A Professional Corporation

Certified Public Accountants

Member
 American Institute of Certified Public Accountants
 State Board of Accountancy - Louisiana
 Institute of Certified Public Accountants
 Private Company Accountants (PCA)

Board of Commissioners
 Waterworks District No. 1 of Allen Parish
 A Component Unit of the Allen Parish Police Jury
 Lake Charles, Louisiana

We have compiled the accompanying general purpose financial statements of Waterworks District No. 1 of Allen Parish, (a component unit of the Allen Parish Police Jury), as of and for the year ended June 30, 1998, as listed in the table of contents, and the accompanying supplementary information, which are presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting, in the form of financial statements and supplementary schedules information that is the representation of management of Waterworks District No. 1 of Allen Parish. We have not audited or reviewed the accompanying general purpose financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Miras & Company, CPAs, APC

Miras & Company, CPAs, APC
 December 5, 1998

GENERAL PURPOSE FINANCIAL STATEMENTS

WASH WORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
PROPRIETARY FUND - ENTERPRISE FUND
(ALL FUND TYPES AND ACCOUNT GROUPS)
Balance Sheet, June 30, 1988

ASSETS	
Current assets:	
Cash	\$ 158,551
Receivables:	
Accounts	6,196
Interest	781
	<u>6,977</u>
	Total Current Assets
	<u>165,528</u>
Restricted assets:	
Customer deposits:	
Cash	2,180
	<u>2,180</u>
	Total Restricted Assets
	<u>167,708</u>
Fixed assets, at cost, net of accumulated depreciation (\$125,143)	30,752
	<u>198,460</u>
	TOTAL ASSETS
	<u>\$ 178,089</u>
LIABILITIES AND FUND EQUITY	
Liabilities:	
Current liabilities (payable from current assets):	
Accounts payable	\$ 2,238
Revenue bond payable - current portion	4,988
	<u>7,226</u>
	Total Current Liabilities (payable from current assets)
	<u>7,226</u>
Current liabilities (payable from restricted assets):	
Customer deposits	2,388
	<u>2,388</u>
	Total Current Liabilities (payable from restricted assets)
	<u>2,388</u>
Long-term liabilities:	
Revenue bonds payable	38,598
	<u>38,598</u>
	TOTAL LIABILITIES
	<u>48,212</u>
Fund equity:	
Contributed capital	1,302
Retained earnings:	
Unreserved	157,585
	<u>158,887</u>
	TOTAL FUND EQUITY
	<u>158,889</u>
	TOTAL LIABILITIES AND FUND EQUITY
	<u>\$ 178,089</u>

See accompanying notes and accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 PROPRIETARY FUNDS - ENTERPRISE FUND
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES
 IN RETAINED EARNINGS
 For the Year Ended June 30, 1998

OPERATING REVENUES:	
Charges for services	\$ 65,252
OPERATING EXPENSES:	
Depreciation	5,366
Insurance	4,729
Miscellaneous	2,463
Utilities	2,709
Fuel/Oils	1,425
Professional fees	2,412
Repairs and maintenance	4,275
Salaries	18,196
Supplies	968
Taxes	1,528
Travel	848
Utilities	7,622
	<u>TOTAL OPERATING EXPENSES</u>
	29,666
	OPERATING INCOME
	<u>35,586</u>
NONOPERATING REVENUES (EXPENSES):	
Interest income	8,133
Interest expense	<u>(11,617)</u>
	TOTAL NONOPERATING REVENUES (EXPENSES)
	<u>(3,484)</u>
	NET INCOME (LOSS)
	32,102
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>108,280</u>
	RETAINED EARNINGS AT END OF YEAR
	<u>\$ 140,382</u>

See accompanying notes and accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE-JURY
 PROPRIETARY FUND - ENTERPRISE FUND
 STATEMENT OF CASH FLOWS
 For the Year Ended June 30, 1998

CASH FLOWS FROM OPERATING ACTIVITIES:	
Operating Income	\$ 14,786
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	3,368
(Increase) decrease in accounts receivable	(147)
(Increase) decrease in interest receivable	(25)
Increase (decrease) in accounts payable	11,745
Increase (decrease) in customer deposits	<u>157</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>18,814</u>
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES:	
Principal paid on revenue bonds	(4,897)
Interest paid on revenue bonds	<u>(1,617)</u>
NET CASH PROVIDED (USED) BY CAPITAL & RELATED FINANCING ACTIVITIES	<u>(6,514)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest on investments	<u>4,333</u>
NET INCREASE (DECREASE) IN CASH	16,633
CASH AT BEGINNING OF YEAR	<u>135,278</u>
CASH AT END OF YEAR	<u>\$ 151,911</u>

See accompanying notes and accounts report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTICE OF FINANCIAL STATEMENTS
 June 30, 2008

INTRODUCTION

The Waterworks District No. 1 of Allen Parish is a political subdivision of the State of Louisiana. It was created under the provisions of Louisiana Revised Statutes 33:2811, for the purpose of providing water to the rural area of Northeast Allen Parish. The District is governed by a component board of commissioners composed of five members appointed by the Allen Parish Police Jury. The District has four part-time employees.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying general purpose financial statements of the Waterworks District No. 1 of Allen Parish have been prepared in conformity with 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.

B. Reporting Entity

The District is a component unit of the Allen Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the District because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the District 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.

C. Fund Accounting

The Waterworks District No. 1 of Allen Parish is organized and operated on a fund basis whereby a self-balancing set of accounts (enterprise Fund) is maintained that comprises its assets, liabilities, fund equity, revenues, and expenses. The operations are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the cost (expense, including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPENSATORY LIST OF THE ALLEN PARISH POLICE JURY
NOTES TO FINANCIAL STATEMENTS
June 30, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Enterprise Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund is included on the balance sheet. The Enterprise Fund uses the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred.

E. Budgets

The District, according to L.A. Rev. Statute 39:0303, is not required to and has not adopted a budget for the year ended June 30, 1998.

F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Accounts Receivable

Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is uncollectible. This method does not result in a charge to bad debts that is materially different from the amount that would be charged if the reserve method were used.

H. Fixed Assets

Fixed assets of the District are included on the balance sheet of the fund. Interest costs incurred during construction are capitalized. Depreciation of all depreciable fixed assets are charged as an expense against operations. Fixed assets reported on the balance sheet are net of accumulated depreciation.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARKS
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
NOTES TO FINANCIAL STATEMENTS
June 30, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

All fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

Depreciation of each class of depreciable property is computed using the straight-line method. Estimated useful lives are as follows:

Equipment	5 years
Plant	40 years

I. Organizational Structure

The District does not have a formal leave policy and there is no accumulation and vesting of leave.

J. Long-Term Liabilities

Long-term liabilities are recognized within the Enterprise Fund.

K. Statement of Cash Flow

For purposes of the statement of cash flows, for the enterprise fund, the District considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

L. Fund Equity

Contributed Capital

Grants, entitlements, or shared revenues received that are restricted for the acquisition or construction of capital assets are recorded as contributed capital. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired from such contributions.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTES TO FINANCIAL STATEMENTS
 June 30, 1998

NOTE 2 - CASH & CASH EQUIVALENTS

At June 30, 1998, the District has cash and cash equivalents (book balances) totaling \$141,531 as follows:

Demand deposits	\$ -
Interest-bearing demand deposits	42,113
Time deposits	99,216
Other	-
Total	\$ 141,531

Time deposits are carried 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. At June 30, 1998, the District has \$141,531 in deposits (reflected book balances). These deposits are secured from risk by \$108,800 of federal deposit insurance and \$41,531 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GAAP Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 18:1229 imposes a strict duty requirement on the custodial bank to advertise and sell pledged securities within 15 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - FIXED ASSETS

A summary of changes in proprietary fund fixed assets for the year ended June 30, 1998 follows:

	Fixed Assets		
	June 30, 1997	Net Additions	June 30, 1998
Land	\$ 900	\$ -	\$ 900
Equipment	18,804	-	18,804
Plant	124,631	-	124,631
	155,935	\$ -	155,935
Less accumulated depreciation	123,713		123,285
TOTALS	\$ 33,122		\$ 32,750

Depreciation expense was \$3,266 for the year ended June 30, 1998.

WATERWORK DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTES TO FINANCIAL STATEMENTS
 June 30, 1998

NOTE 4 - LONG-TERM DEBT

A. Debt Outstanding

The following is a summary of debt transactions of the District for the year ended June 30, 1998:

	Payable	Bonds	Payable
	6/30/97	Issued	6/30/98
Revenue bonds	<u>4,484,225</u>	<u>4,484,225</u>	<u>4,484,228</u>

Bonds payable at June 30, 1998 are comprised of the following individual issue:

Revenue bond:

\$1,500,000 Utility Revenue Bonds dated 5/29/97, due in annual installments of \$6,625, including interest, through September 7, 2009; interest at 3.15%	<u>4,484,228</u>
--	------------------

B. Debt Service Requirements to Maturity

The annual requirements to amortize all debts outstanding as of June 30, 1998, including interest of \$2,383 are as follows:

Year Ending June 30,	Total
1999	\$ 6,625
2000	6,625
2001	6,625
2002	6,625
2003	6,625
Thereafter	13,345
	<u>\$ 62,381</u>

NOTE 5 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settlements have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE 6 - RELATED PARTY TRANSACTIONS

During the course of our engagement, we became aware of the following matter involving related party transactions which should be addressed by the District:

1. The District paid one board commissioner to perform part-time work for the District.

**WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
NOTES TO FINANCIAL STATEMENTS
June 30, 1998**

NOTE 7 - YEAR 2000

The District's accounting system is a set of manual books and its billing system is also manual.

The District is aware that the year 2000 could possibly affect equipment used in providing services and in the process of assessing which, if any, will need to be modified to be in compliance before December 31, 1999.

NOTE 8 - NET WORKING CAPITAL

Net working capital at June 30, 1998 was \$138,890.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE DEPT
SUPPLEMENTAL INFORMATION SCHEDULE - SCHEDULE OF COMPENSATION PAID BOARD
MEMBERS
For the Year Ended June 30, 1988

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. This is in accordance with LA R.S. 33:3818, allowing up to \$60 to be paid for up to 24 meetings in each year and for each special meeting not to exceed 12 special meetings in each year.

See accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 SUPPLEMENTAL INFORMATION SCHEDULE - SCHEDULE OF COMPENSATION PAID BOARD MEMBERS
 For the Year Ended June 30, 1998

Schedule of compensation paid board members for the year ended June 30, 1998:

Name	Meetings	1998	
		Per Diem	Salary
Clay Carpenter*	2	\$ 50	\$ -
Thomas Moser*	2	50	251
William Felt	11	225	-
Marvin Stanton	12	360	-
Donald Hagan	11	325	-
Bruce Wood	9	225	-
Robert Johnson	10	<u>250</u>	<u>-</u>
Total		<u>\$ 1,435</u>	<u>\$ 251</u>

* Resigned July 31, 1997

See accountants' report.

**SEATHRWORKS DISTRICT NO. 3 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
For the Year Ended June 30, 1998**

Agreed-Upon Procedures:

Meetings:

- 89- The District will begin posting the agenda for each meeting, beginning with the January 1999 meeting.

Contact persons - Donald Hays, President.

Other Matters

- 98-1 Commissioner also part-time employee of District
The commissioner resigned as of July 31, 1997.

Contact persons - Donald Hays, President.

See attachments/ report.

WATKINSON DISTRICT (NO. 1 OF ALLEN PARISH)
A COMPENSATION UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE
MANAGEMENT'S SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

Agreed Upon Procedures:

Code of Ethics for Public Officials and Public Employees:

#1 - Non-in-lieu of commissioner employed by District.

Corrective action taken - Yes

Meetings:

#9 - Notice of meetings and agenda not posted

Corrective action taken - Partially. Notice of meeting posted.

Planned corrective action - Agenda will be posted starting with January 1999 meeting.

Other Matters:

#1 - Two commissioners paid as part-time employees of District:

Corrective action taken - Yes

#2 - District had financial transactions with business owned by commissioner:

Corrective action taken - Yes

See accountant's report.



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Professional Company - Member of the AICPA

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

**Board of Commissioners
Waterworks District No. 1 of Allen Parish
A Component Unit of the Allen Parish Police Jury
Cadeville, Louisiana**

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Waterworks District No. 1 of Allen Parish and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Waterworks District No. 1 of Allen Parish's compliance with certain laws and regulations during the year ended June 30, 1998 included in the accompanying Louisiana *Distribution Information*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures to satisfy the responsibility of the special field users of the report. Consequently, we 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.

1998 Debits

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 18:2213-2251 (the public bid law).

We reviewed all disbursements made during the year. There were no expenditures over \$15,000 for materials and supplies, and no expenditures over \$100,000 for public works.

Cost 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 42:1501-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

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

Budgeting

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

Waterworks District No. 1 of Allen Parish does not have a general fund or a special revenue fund. It only has an enterprise fund whose expenditures does not exceed \$250,000. Because of these facts, according to L.A. Rev. Stat. 38:1203, the District is not required to have a budget and does not have one.

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

See 83 above.

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 more than 5%.

See 83 above.

Accounting and Expenditures

8. Randomly select 6 disbursements made during the period under examination and:
(a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

We found that all payments were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated approval from the secretary and the chairman of the Board of Commissioners. In addition, each of the disbursements were traced to the District's minute book where they were approved by the full commission.

Minutes

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

Waterworks District No. 1 of Allen Parish is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Management does post a notice of each meeting but does not post an agenda on the door of the District's office building.

Debit

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

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which 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 District for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

However, during the course of our engagement, we became aware of a certain matter that we feel required to communicate to management and the Legislative Auditor of the State of Louisiana.

- 98-1. The District paid one commissioner to perform part-time duties consisting of meter reading and repair work. The District requested an ethics ruling from the State of Louisiana on this matter.

We do note that an ethics ruling was obtained on June 25, 1998 and the commissioner had resigned as of July 31, 1998.

This report is intended solely for the use of management of the Waterworks District No. 1 of Allen Parish and the Legislative Auditor, 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.

Mirra & Company, LLP

Mirra & Company, CPAs, APC
December 3, 1998

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**LOUISIANA ATTENTION QUESTIONNAIRE
(For Absentee Engagements of Government)**

12/18/18 (Date Transmitted)

Miss. Ac. Co. LLC
2115 BRIN DR
SLATKIN LA 70575

(Auditor)

In connection with your completion of our financial statements as of 12/31/18 and for the year then ended, and as required by Louisiana Revised Statute 24:518 and the Louisiana Governmental Audit Code, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of 12/18/18 12/18/18 completion/representations.

Public Bid Law

It is true that we have complied with the public bid law, (LSA-RS Title 26:2142), and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes No

Code of Ethics for Public Officials and Public Employees

It is true that no employee or officer has accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 43:1121-1123.

Yes No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes No

Budgeting

We have complied with the open budgeting requirements of the Local Government Budget Act (LSA-RS 26:1201-04) or the budget requirements of LSA-RS 26:14.

Yes No

Accounting and Reporting

All noncurrent governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 441, 447, 4411, and 4435.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 24:114, 24-442, and/or 24:22, as applicable.

Yes No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:113.

Yes No

Meetings

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

Yes No

Debt

It is true 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 VI, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 10 of the 1974 Louisiana Constitution, and LSA-RS 24:141 through 24:147.

Yes No

Advances and Benefits

It is true we have not advanced wages or benefits to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:158, and AG opinion 78-728.

Yes No

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

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

<u>Richard Clark</u>	Secretary 12-15-98	Date
<u>Richard Clark</u>	Treasurer 12-15-98	Date
<u>Donald E. Haysen</u>	President 12-15-98	Date