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ST. HELENA PARISH SCHOOL BOARD
GREENSBURG, LOUISIANA

Under provisions of State law, this report is a public document. A copy of the report has been submitted to the Auditor, 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.

Reference: Date 1988.2.5.1988

GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 1987

**ST. HELENA PARISH SCHOOL BOARD
GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 1997**

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
INDEPENDENT AUDITORS' REPORT	i
 <u>GENERAL PURPOSE FINANCIAL STATEMENTS</u>	
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS	3
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES	5
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--BUDGET AND ACTUAL (GAAP BASIS)--ALL GOVERNMENTAL FUND TYPES	8
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS	11
 <u>COMBINING FINANCIAL STATEMENTS-</u>	
<u>SPECIAL REVENUE FUND</u>	
COMBINING BALANCE SHEET	10
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES	32

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INDEPENDENT AUDITORS' REPORT

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

We have audited the general purpose financial statements of the St. Helena Parish School Board (the School Board), as of and for the year ended June 30, 1997, as listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the management of the School Board. 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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.

As discussed in Note 1, we have been unable to satisfy ourselves concerning a portion of the cost or estimated cost of fixed assets because detailed records and documentation of historical and estimated costs are not available.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to verify the cost or estimated cost of fixed assets, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Helena Parish School Board, as of June 30, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

INDEPENDENT AUDITORS' REPORT
(CONTINUED)

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana
Page 2

In accordance with Government Auditing Standards, we have also issued our report, dated December 18, 1997, on our consideration of the School Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statements listed in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the St. Helena Parish School Board. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Bruno & Tervalon
BRUNO & TERVALON
CERTIFIED PUBLIC ACCOUNTANTS

December 18, 1997

ST. JOSEPH PARISH SCHOOL BOARD
(UNAUDITED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS)
JUNE 30, 1997

ACCOUNTS AND OTHER _____ <u>DEBIT</u> _____	NONCURRENT FUND TYPES		CURRENT FUND TYPE	ACCOUNT GROUPS			Total (Reconciling Only)
	General	Special Revenue	Agency Fund	General Fixed Assets	General Long-term Debt		
Assets:							
Cash (NOTE 1(F) & (G))	\$174,284	\$451,381	\$19,351	\$ -	\$ -	\$ -	\$ 645,016
Due from other governments (NOTE 6)	62,146	254,149	-	-	-	-	316,295
Due from other funds (NOTE 4)	156,777	2,726	-	-	-	-	159,503
Inventory (NOTE 1(F))	-	7,762	-	-	-	-	7,762
Prepaid expenses	17,553	687	-	-	-	-	18,240
Property, plant and equipment (NOTE 5)	-	-	-	\$ 762,568	-	-	\$ 762,568
Other liabilities: amount to be provided for retirement of general long-term debt	-	-	-	-	258,275	-	258,275
Total assets and other debits	\$311,661	\$714,259	\$19,351	\$ 762,568	\$258,275		\$1,836,014

LIABILITIES, DEFERRED INCOME AND OTHER CREDITS

Liabilities:							
Accounts payable	\$241,706	\$ 75,276	\$ -	\$ -	\$ -	\$ -	\$ 316,982
Salaries, wages and payroll taxes							
liabilities	284,460	41,275	-	-	-	-	325,735
Due to other funds (NOTE 4)	2,775	288,227	-	-	-	-	291,002
Due to student groups	-	-	25,551	-	-	-	25,551
Accrued compensation							
amounts (NOTE 1(F) & (G))	-	-	-	-	111,687	-	111,687
Long-term obligations payable (NOTE 4)	-	-	-	-	32,218	-	32,218
Estimated liabilities: for claims and judgments (NOTE 1(F))	40,544	-	-	-	-	-	40,544
Deferred revenue	-	12,682	-	-	-	-	12,682
Capital lease (NOTE 4)	-	-	-	-	22,545	-	22,545
Total liabilities	\$311,661	\$386,833	\$25,551	-	\$258,275		\$1,002,320

See Accompanying Notes to the General Purpose Financial Statements.

ST. JULIA PUBLIC SCHOOL BOARD
 COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
 (CONTINUED)
 JUNE 30, 1990

	GALEPPO FUND TYPE		COMBINED FUND TYPE		ACCOUNT GROUPS		Total (non-audited only)
	General	Special Revenue	Agency Fund		General Fund Assets	General Liabilities Net	
Equity and Other Credits Investment in general fixed assets	\$ --	\$ --	\$ --		\$5,792,800	\$ --	\$5,792,800
Fund Balance:							
Unreserved:							
Undesignated	114,750	114,750	--		--	--	229,500
Total equity and other credits	114,750	114,750	--		5,792,800	--	6,017,300
Total liabilities, equity and other credits	511,611	511,611	50,351		\$5,792,800	100,176	\$5,625,298

(See Accompanying Notes to the General Purpose Financial Statements.)

ST. HELENA PARISH SCHOOL BOARD
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED JUNE 30, 1997

	GOVERNMENTAL FUND TYPES		Total (Memorandum only)
	General	Special Revenues	
REVENUES:			
Local Sources:			
Ad valorem taxes (NOTE 2)	\$ 361,175	\$ -0-	\$ 361,175
Sales taxes	-0-	403,133	403,133
Tuition	2,130	-0-	2,130
Food services	-0-	29,885	29,885
Interest	4,728	2,488	7,214
Earnings on investments	3,175	-0-	3,175
Other	<u>14,832</u>	<u>437</u>	<u>14,154</u>
Total revenues from local sources	<u>385,735</u>	<u>415,020</u>	<u>800,755</u>
State Sources:			
Unrestricted grants- in-aid	2,144,318	18,098	2,162,416
Restricted grants- in-aid	313,838	31,948	345,786
Revenue sharing	<u>40,822</u>	<u>33</u>	<u>40,855</u>
Total revenues from state sources	<u>2,498,978</u>	<u>49,979</u>	<u>2,548,957</u>
Federal sources	<u>-0-</u>	<u>1,301,463</u>	<u>1,301,463</u>
Total revenues	<u>3,728,505</u>	<u>1,301,451</u>	<u>5,029,956</u>

See Accompanying Notes to the General Purpose
Financial Statements.

ST. JOSEPH PUBLIC SCHOOL BOARD
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE—BUDGET AND ACTUAL
(GAAP BASIS)—ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDING JUNE 30, 1997

	GENERAL FUND			SPECIAL SERVICES FUND		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:						
Local sources:						
Ad valorem taxes	\$ 258,000	\$ 261,175	\$ 3,175	\$ -0-	\$ -0-	\$ -0-
Sales taxes	-0-	-0-	-0-	680,000	680,100	100
Tuition	2,800	2,145	(655)	-0-	-0-	-0-
Food services	-0-	-0-	-0-	24,000	28,045	4,045
Interest	3,000	6,778	3,778	-0-	2,434	2,434
Earnings on investments	3,000	5,175	2,175	-0-	-0-	-0-
Other	15,000	16,897	1,897	-0-	827	827
Total revenues from local sources	282,800	283,265	465	684,000	689,000	5,000
State sources:						
Unrestricted grants-in-aid	6,000,000	6,000,124	124	14,000	14,000	-0-
Restricted grants-in-aid	105,545	215,505	109,960	20,450	21,044	594
Revenue sharing	60,897	60,897	-0-	-0-	-0-	-0-
Total revenues from state sources	6,166,442	6,276,526	110,084	34,450	35,044	594
Federal sources	-0-	-0-	-0-	1,589,544	1,589,444	(100)
Total revenues	6,750,042	6,759,820	9,778	6,308,000	6,304,444	(3,556)

See Accompanying Notes to General Purpose Financial Statements.

ST. HELENA PARISH SCHOOL BOARD

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 1997

	GOVERNMENTAL FUND		Total (Memorandum Only)
	General	Special Revenues	
EXPENDITURES:			
Current:			
Instructional:			
Regular	\$2,146,780	\$ 116,287	\$2,262,990
Special	889,872	138,988	1,028,860
Vocational education	197,821	55,948	253,769
Other	<u>124,431</u>	<u>628,621</u>	<u>753,052</u>
Total instructional expenditures	<u>2,337,862</u>	<u>819,714</u>	<u>3,157,576</u>
Support Services:			
Fringe	338,340	61,626	399,966
Instructional staff	189,382	218,682	398,064
General			
administration	330,889	17,884	348,773
School administration	165,362	15,909	181,271
Business services	141,539	15,634	157,173
Plant services	478,362	78,284	556,646
Student transportation services	332,806	64,221	397,027
Central services	<u>19,228</u>	<u>7,924</u>	<u>27,152</u>
Total support services expenditures	<u>2,382,127</u>	<u>442,320</u>	<u>2,824,447</u>
Food Services	36,007	465,419	501,446
Community services	1,150	1,474	2,624
Facility acquisition and construction	60,169	51,651	111,820
Debt Services:			
Principal retirement	10,771	-0-	10,771
Interest	<u>583</u>	<u>-0-</u>	<u>583</u>
Total expenditures	<u>5,359,644</u>	<u>1,978,628</u>	<u>7,338,272</u>
Excess of revenues over expenditures	<u>187,861</u>	<u>8,921</u>	<u>196,782</u>

See Accompanying Notes to the General Purpose
Financial Statements.

ST. HELENA PARISH SCHOOL BOARD

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES (CONTINUED) FOR THE YEAR ENDED JUNE 30, 1997

	GOVERNMENTAL FUND TYPES		Total (Memorandum Only)
	General	Special Revenues	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	\$ 17,877	\$ 16,351	\$ 34,228
Operating transfers out	<u>(18,351)</u>	<u>(17,877)</u>	<u>(36,228)</u>
Total other financing sources (uses)	<u>1,328</u>	<u>(1,328)</u>	<u>-0-</u>
Excess of revenues and other financing sources over expenditures and other financing uses	189,187	7,475	196,662
Fund balances at beginning of year	<u>45,371</u>	<u>212,875</u>	<u>258,246</u>
Fund balances at end of year	<u>\$ 234,788</u>	<u>\$ 220,154</u>	<u>\$ 454,942</u>

See Accompanying Notes to the General Purpose
Financial Statements.

ST. JULIAN PARISH SCHOOL BOARD
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES—BUDGET AND ACTUAL
(PART 2042)—64, COMMERCIAL FUND TYPE (CONTINUED)
FOR THE FISCAL YEARS JUNE 30, 1987

	GENERAL FUND			SPECIAL REVENUE FUND		
			Variance Favorable (Unfavorable)			Variance Favorable (Unfavorable)
	Budget	Actual		Budget	Actual	
EXPENDITURES:						
Current:						
Instructional:						
Regular	14,181,558	14,146,760	141,798	128,000	128,287	1,787
Special	401,568	409,870	18,302	183,148	176,848	44,300
Vocational education	185,652	187,652	11,000	47,493	38,568	4,925
Other	100,000	104,436	14,436	101,961	528,652	154,689
Total Instructional expenditures	1,178,888	1,177,860	10,028	462,602	823,355	360,753
Support Services:						
Payroll	144,438	149,346	19,908	20,150	21,628	16,998
Instructional staff	189,480	189,362	11,118	288,488	228,662	59,826
General administration	121,524	120,568	9,956	15,000	17,568	11,544
School administration	388,527	388,362	1,165	17,500	25,889	1,391
Business services	140,000	141,125	11,124	5,150	25,638	15,488
Plant services	491,438	498,362	16,924	48,111	78,288	32,449
Student transportation services	714,000	722,365	18,365	58,700	58,225	475
Central services	17,000	21,438	14,438	—	7,588	17,588
Total support services expenditures	2,185,113	2,188,113	16,624	465,165	443,378	121,887
Food services	30,000	34,007	14,007	888,884	888,479	1,735
Community services	1,700	1,700	—	—	1,474	11,474
Facility acquisition and construction	119,000	30,368	88,632	—	31,880	158,680
Gift Services:						
Principal retirement	4,700	40,770	12,670	—	—	—
Interest	17	362	1,085	—	—	—
Total expenditures	5,881,555	5,755,441	126,114	1,856,800	1,473,488	1,083,487
From (deficiency) of revenues over expenditures	—	11,558	115,558	—	1,882	25,424

See accompanying Notes to the General Purpose Financial Statements.

ST. JULIAN PARISH SCHOOL BOARD
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
 IN FUND BALANCES—BUDGET AND ACTUAL
 (CONT. PAGE 1)—ALL GOVERNMENTAL FUND TYPES (CONTINUED)
 FOR THE YEAR ENDING JUNE 30, 1997

	GENERAL FUND			SPECIAL REVENUE FUND (CODE 1101)		
	Budget	Actual	Variance Favorable (Disadvantage)	Budget	Actual	Variance Favorable (Disadvantage)
OTHER FINANCING SOURCES (USES)						
Operating transfers in	\$ 18,800	\$ 27,627	\$ (828)	\$ 18,384	\$ 36,351	\$ 4
Operating transfers out	<u>(18,384)</u>	<u>(26,351)</u>	<u>1,889</u>	<u>(18,384)</u>	<u>(27,627)</u>	<u>11</u>
Total other financing sources (uses)	<u>(182)</u>	<u>1,276</u>	<u>1,457</u>	<u>(1,000)</u>	<u>11,724</u>	<u>11</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>32,517</u>	<u>185,117</u>	<u>152,600</u>	<u>(111,611)</u>	<u>7,625</u>	<u>21,236</u>
Fund balance at beginning of year	<u>21,529</u>	<u>21,529</u>	<u>0</u>	<u>222,679</u>	<u>222,679</u>	<u>0</u>
Fund balance at end of year	<u>\$ 54,046</u>	<u>\$ 207,646</u>	<u>\$ 186,000</u>	<u>\$ 111,068</u>	<u>\$ 230,304</u>	<u>\$ 21,236</u>

(See accompanying Notes to the General Purpose Financial Statements.)

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies:

The accounting policies of St. Helena Parish School Board (the School Board) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

(A) Basis of Presentation - Fund Accounting

The accounts of the School Board are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures, as appropriate. Resources are allocated to and accounted for in the individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The following fund types and account groups are used by the School Board:

Governmental Fund Types

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

- o **General Fund** - The General Fund is the general operating fund of the School Board and accounts for all revenues and expenditures of the School Board not encompassed within other funds.

General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(A) Basis of Presentation - Fund Accounting, Continued

- o Special Revenue Fund - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Fiduciary Fund Type

The Student Activity Fund, an agency fund, accounts for the receipts and disbursement of monies from student activity organizations. The School Board's responsibilities for this fund are to safeguard the fund's assets and provide guidelines for revenues, expenses and financial accountability.

Account Groups

General Fixed Assets Account Group - This account group is established to account for all fixed assets of the School Board.

General Long-term Debt Account Group - This account group is established to account for all long-term debt of the School Board and for those long-term liabilities to be liquidated with resources to be provided in future periods.

(B) Basis Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types 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 of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(B) Basis Accounting, Continued

The modified accrual basis of accounting is followed by the governmental fund types and the agency fund. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable.

Revenues from local sources consist primarily of property and sales taxes. Property taxes are recorded in the year the taxes are due and payable. Sales and use tax revenues are recorded in the month collected by the School Board.

Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant; and, accordingly, when such funds are received, they are recorded as deferred revenues until earned.

(C) Reporting Entity

The School Board is a political subdivision created for providing public education to the citizens of St. Helena Parish under Louisiana Revised Statutes 17:122 and 17:121, as amended. The School Board has

ST. HELENA PARISH SCHOOL BOARD

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, continued:

(C) Reporting Entity, continued

the power to sue and be sued, and to make rules and regulations for its own government consistent with the laws of the State of Louisiana and the regulations of the State Board of Elementary and Secondary Education. The School Board is presently composed of six (6) members elected by districts serving four (4) year terms.

The School Board is authorized to establish public schools as it deems necessary to provide adequate facilities for the citizens of the parish, to determine the number of teachers to be employed and to determine local supplements to their salaries. Accordingly, under G&S No. 14, the School Board is considered a primary government and does not include any component units. The School Board members are elected by the public and have decision-making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. These financial statements include all of the funds and account groups and all activities considered to be part of or controlled by the School Board.

The School Board is composed of a central office and three (3) schools. Student enrollment for the 1996-97 year was 1,568 regular and special education students. The School Board employs approximately 240 persons (full time) of which approximately 84 are directly employed at school sites; and the other 156 provide ancillary support such as general administration, repair and maintenance, bus transportation and financial services. The regular school term begins in early August and runs through late May.

(D) Budgetary Data

The School Board employs the following procedures in establishing the budgetary data recorded in the general purpose financial statements:

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(b) Budgetary Data, Continued

1. Annually, the Superintendent of Schools submits to the School Board a proposed annual budget of expected revenues and expenditures for the General Fund and Special Revenue Funds. Legally adopted budgets are only required for the General Fund and the Special Revenue Funds. The budgets are prepared under the modified accrual basis of accounting which is consistent with generally accepted accounting principles ("GAAP").
2. A public hearing is advertised and conducted to obtain public input and the proposed budgets are published.
3. The budget is adopted by the School Board and, as required, is submitted no later than September 10th to the State Department of Education for approval.
4. The Superintendent is authorized to move budgeted items within line items in the District's approved General Fund Budget but he (she) may not increase the total amount authorized. If during the course of the fiscal year, it becomes evident that estimated revenues, expenditures or beginning fund balance may vary substantially (5%) from the amounts budgeted, then the Superintendent shall inform the Board of the shortfall. Based on the information submitted, the School Board will adopt an amended budget according to the procedures set forth by the State Legislature R.S. 38:1309 and 1310, and send a copy of the revision to the Louisiana Superintendent of Education. Other budget revisions are submitted to the School Board for approval.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(D) Budgetary Data, Continued

5. Special Revenue Fund budgets may not exceed budgeted amounts by more than 5% unless a budget revision is approved by the State Department of Education.
6. Appropriations are valid only for the year in which made, and any part of such appropriation which is not expended lapses at the end of the year. Encumbrances are not recognized within the accounting records for budgetary control purposes. The level of control over the budget is exercised at the department or program for the General Fund and Special Revenue Funds.
7. All budgeted amounts presented in the general purpose financial statements include the original adopted budget and all subsequent amendments, except certain Special Revenue Fund budgets that were not adopted.

(E) CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits and interest-bearing demand deposits. Under state law, the School Board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(F) INVENTORY

Inventory of the Child Nutrition Fund consists of food purchased by the School Board and commodities granted by the United States Department of Agriculture through the Louisiana Department of Agriculture and Forestry. The commodities are recorded as revenues when received; however, all inventory items are recorded as expenses when consumed. All purchased inventory items are valued at cost, and commodities are assigned values based on information provided by the United States Department of Agriculture.

(G) FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. Detailed property records are maintained except for certain prior year records and supporting data that are not available to determine historical costs. Fixed assets are reported at historical cost or, if the cost is not practicably determinable, at estimated historical cost. In accordance with generally accepted accounting principles, no provision is made for depreciation of such assets in the General Fixed Assets Account Group.

(H) TOTAL COLUMNS ON COMBINED FINANCIAL STATEMENTS

The total columns presented in the combined financial statements are captioned Memorandum Only to indicate that they are presented only to facilitate analysis. No consolidating entries or other eliminations were made in the aggregation of the totals; thus, they do not present consolidated information and do not purport to present financial position and results of operations in conformity with generally accepted accounting principles.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(1) COMPENSATION ASSURANCE

All 12-month employees earn from 10 to 10 days of vacation (annual) leave each year, depending on length of service with the School Board. Only 10 days may be carried over at the end of the fiscal year. Unlimited vacation leave can be accumulated and used at the time of retirement.

All school board employees earn from 10 to 15 days of sick leave each year, depending upon the number of months employed. Sick leave can be accumulated without limitation. Upon retirement or death, unused accumulated sick leave of up to 15 days is paid to the employee or to the employee's estate at the employee's current rate of pay. Under the Louisiana Teachers Retirement System, the total unused accumulated sick leave, including the 15 days paid, is used in the retirement benefit computation as earned service for leave earned prior to July 1, 1980. For sick leave earned after July 1, 1980, under the Louisiana Teachers Retirement System and for sick leave earned under the Louisiana School Employees Retirement System, all unpaid sick leave, which excludes the 15 days paid, is used in the retirement benefit computation as earned service.

Sabbatical leave may be granted for rest and recuperation and for professional and cultural improvement. Any employee with a teaching certificate is entitled, subject to approval by the School Board, to one semester of sabbatical leave after three years of continuous service or two semesters of sabbatical leave after six or more years of continuous service. Sabbatical leave benefits are recorded as expenditures in the period paid.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 1 - Summary of Significant Accounting Policies, Continued:

(1) COMPENSATED ABSENCES, CONTINUED

The cost of leave privileges, computed in accordance with the Governmental Accounting Standards Board's (GASB's) Codification, Section 660, is recognized as a current-year expenditure in the governmental funds when leave is actually taken or when employees or their heirs are paid for accrued leave upon retirement or death. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

At June 30, 1997, employees of the School Board have accumulated and vested \$322,097 of employees' leave benefits, computed in accordance with the GASB's Codification, Section 660, and recorded as compensated absences payable within the general long-term debt account group.

(2) CLAIMS AND JUDGMENTS

The School Board provides for losses resulting from claims and judgments. The criteria established in the GASB's Codification, Section 660 were followed in determining the accrued liability.

NOTE 2 - Property and Sales Taxes:

Ad Valorem taxes assessed on a calendar year basis become due on November 15 of each year and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

The School Board was authorized to collect, within St. Helena Parish, a one percent sales and use tax. The proceeds of the tax are dedicated to the payment of salaries and related benefits of all school employees.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 3 - PROPERTY AND SALES TAXES, Continued:

On February 11, 1992, the School Board approved St. Helena Parish Sheriff as sales tax collector, for a fee of 1% of the tax collections, beginning April 1, 1992. The Sheriff collects the sales tax for all of St. Helena Parish and remits to the School Board its one percent.

NOTE 3 - Cash:

At June 30, 1997, the School Board has cash (bank balances) totaling \$920,947.

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. At June 30, 1997, the School Board has \$1,193,145 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$1,293,107 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 19:1226 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the School Board that the fiscal agent has failed to pay deposited funds upon demand.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 4 - Due From Other Governments:

Amounts due from other governments consist of receivables for reimbursement of expenditures under various Federal and State programs and grants. All amounts are expected to be collected within the next twelve months.

NOTE 5 - Property, Plant and Equipment:

A summary of changes in general fixed assets for fiscal 1997 is as follows:

	Balance July 1, 1996	Additions	Deletions	Balance June 30, 1997
Land	\$ 125,000	\$ -	\$ -	\$ 125,000
Buildings and improvements	1,663,794	-	-	1,663,794
Furniture and equipment	1,451,703	22,478	-	1,474,181
Construction in progress	-	32,000	-	32,000
Total	<u>\$ 3,239,507</u>	<u>\$ 54,478</u>	<u>\$ -</u>	<u>\$ 3,293,985</u>

NOTE 6 - Pension Plan:

At June 30, 1997, the School Board's employees participate in three separate defined benefit pension plans, the Teachers' Retirement System of Louisiana (TRSLS), the Louisiana School Employees' Retirement System (LSERS) and the Parochial Employees' Retirement System of Louisiana (Parochial Plan). The three plans are each sharing multiple-employer retirement plans. Each system is administered and controlled by a separate Board of Trustees.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 6 - Pension Plan, continued:

All full-time maintenance and custodial personnel are covered under the LSSBE Plan. All food service employees are covered under the TRSL Plan B and all teachers are covered under the TRSL's Regular Plan. As of March, 1993, the Board members of the School Board elected to join the Parochial Plan.

The systems are primarily funded by employee and employer contributions. With the exception of the Parochial Plan, contribution rates (as a percent of covered salaries) are established by state law. The contribution rates for the School Board and employees as required by the Parochial Plan were adopted by the Board of Directors.

Pertinent information, as required by the Governmental Accounting Standards Board Statement No. 27, relative to each plan follows:

A. Teachers' Retirement System of Louisiana (TRSL)

Plan Description

The School Board participates in two membership plans of TRSL, the Regular Plan and Plan A. TRSL provides retirement benefits as well as disability and survivor benefits. Ten years of service credit is required to become vested for retirement benefits and five years to become vested for disability and survivor benefits. Benefits are established and amended by the state statute. TRSL issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Teachers' Retirement System of Louisiana, Post Office Box 94123, Baton Rouge, Louisiana 70804-9323, or by calling (504) 325-8446.

Funding Policy

Plan members are required to contribute 8.5 percent and 9.0 percent of their annual covered salary for the Regular Plan and Plan A, respectively. The School Board is required to contribute at an actuarially determined rate. The current rate is 16.3 percent of annual covered payroll for both membership plans. Member contributions and

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 6 - Pension Plan, Continued:

A. Teachers' Retirement System of Louisiana (TRSL)

Funding Policy, Continued

Employer contributions for TRSL are established by state law and rates are established by the Public Retirement Systems' Actuarial Committee. The School Board's employer contribution to TRSL, as provided by the state law, is funded by the State of Louisiana through annual appropriations, by deductions from local ad valorem taxes, and by remittances from the School Board.

The School Board's contributions to TRSL for the years ended June 30, 1997, 1996 and 1995, were \$249,664, \$285,244, and \$172,816, respectively, equal to the required contributions for each year.

B. Louisiana School Employees' Retirement System (LSERS)

Plan Description

LSERS provides retirement benefits as well as disability and survivor benefits. Ten years of service credit is required to become vested for retirement benefits and five years to become vested for disability and survivor benefits. Benefits are established and amended by state statute. LSERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Louisiana School Employees' Retirement System, Post Office Box 44316, Baton Rouge, Louisiana 70804, or by calling (504) 938-6466.

Funding Policy

Plan members are required to contribute 4.35 percent of their annual covered salary and the School Board is required to contribute at an actuarially determined rate. The current rate is 6.98 percent of annual covered payroll. Member contributions and employer contributions for LSERS are established by

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 4 - Pension Plan, Continued:

B. Louisiana School Employees' Retirement System (LSERS)
Continued

Funding Policy, Continued

State law and rates are established by the Public Retirement Systems' Actuarial Committee. The School Board's employer contributions for LSERS are funded by the State of Louisiana through annual appropriations and by remittances from the School Board.

The School Board's contributions to LSERS for the years ended June 30, 1997, 1996 and 1995 were \$27,885, \$28,447 and \$30,322, respectively, equal to the required contributions for each year.

C. Parochial Plan

Plan Description

Under the Parochial Plan, employees with ten years of creditable service may retire at age sixty; members with twenty-five years of service may retire at age fifty-five; members with thirty years of service may retire regardless of age. Five years of service credit is required to become vested for disability and survivor benefits. The Parochial Plan issues a publicly available financial report that includes financial statements and required supplementary information which may be obtained by writing the Parochial Employees' Retirement System of Louisiana.

Funding Policy

Plan members are required to contribute 9.5 percent of their annual covered salary and the School Board is required to contribute at an actuarially determined rate. The employer's rate was 7.35 percent for 1997 and 7.25 percent for 1996.

The School Board's contributions to the Parochial Plan for the years ended June 30, 1997, 1996 and 1995, were \$1,644, \$3,444 and \$3,050, respectively, equal to the required contributions for each year.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1987

NOTE 7 - Postretirement Health Care and Life Insurance Benefits

The St. Helena Parish School Board provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the School Board's employees become eligible for these benefits if they reach normal retirement age while working for the School Board. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the School Board. The School Board recognizes the cost of providing these benefits (the Board's portion of premiums) as an expenditure when the monthly premiums are due. Total expenditures were \$234,671 for the year ended June 30, 1987; the retired employees' portion was \$12,181.

NOTE 8 - Changes in General Long-term Obligations

	Capital Lease (NOTE 14)	Compensated Absences (NOTE 10)	SFA Loans	Total
Long-term obligations payable at July 1, 1986	\$ -0-	\$141,810	\$60,318	\$402,148
Additions	28,831	-0-	-0-	28,831
Retirements	(18,862)	(18,223)	(8,102)	(115,504)
Long-term obligations payable at June 30, 1987	\$29,869	\$122,987	\$52,216	\$185,272

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1987

NOTE 8 - Changes in General Long-term
Obligations_____:
Continued

The School Board has entered into a loan agreement with the United States Environmental Protection Agency (EPA) for funds not to exceed \$143,674 at zero interest rate. Loan principal payments are to be repaid semi-annually for a period of twenty (20) years. The loan proceeds finance the removal of asbestos from certain school buildings. The EPA advanced the School Board \$48,410 during the 1985 fiscal year. Principal payments on the EPA loan totaled \$8,108 for the year ended June 30, 1987.

NOTE 9 - Interfund Receivables and Payables
(See from/to Other Fund)_____:

Individual fund interfund receivables and payables as of June 30, 1987, were as follows:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General	\$158,277	\$ 2,725
Special Revenues:		
IASA Funds	2,725	84,139
Other Federal/State		
Funds	-0-	89,608
Special Education	-0-	18,380
Child Nutrition	-0-	8,227
 Total Special		
Revenues	_2,725	191,227
Total - All		
Funds	\$161,002	\$161,002

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 10 - Operating Transfers:

A summary of the operating transfers by fund for the year ended June 30, 1997, were as follows:

Fund	Operating Transfer In	Operating Transfer Out
General	\$17,811	\$18,151
Special Revenue:		
SASA Funds	16,351	14,954
Special Education	-0-	2,385
Other Federal/State		
Funds	—0—	—818
Total special		
Revenue	16,351	17,627
Total - All		
Funds	\$34,162	\$35,778

NOTE 11 - Commitments and Contingencies:

(A) LITIGATION

The School Board is a defendant in a number of lawsuits arising principally in the normal course of operations. In the opinion of the School Board, the outcome of these lawsuits will not have a material adverse effect on the financial statements and, accordingly, no additional provision for losses has been recorded for these lawsuits, except as reported in the financial statements.

(B) FEDERAL AWARD PROGRAMS

The School Board participates in a number of federal award programs. Although the grant programs have been audited through June 30, 1997, in accordance with the Single Audit Act of 1996, these programs are still subject to financial and compliance audits and resolution of identified questioned costs. The amount of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the School Board expects such amounts, if any, to be immaterial.

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 12 - Risk Management:

The School Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; employee health; and natural disasters.

The School Board has acquired workers compensation and student liability insurance; however, it has not acquired any commercial property or other liability insurance or used any other method to finance its uninsured risks of loss. Excessive premiums in prior years caused the School Board not to purchase any commercial property and liability insurance.

NOTE 13 - Changes in Agency Deposits Due to Student Groups:

A summary of changes in the School Activity Agency Fund deposits due to student groups is as follows:

Balance July 1, 1996	Additions	Reductions	Balance June 30, 1997
\$16,856	\$188,180	\$(189,482)	\$25,554

The St. Helena Parish School Board has three schools located in Greensburg, Louisiana. The three schools presently operated by the School Board system are as follows:

St. Helena Central High	-	Grades 9 through 12
St. Helena Central Elementary	-	grades 5 through 8
St. Helena Central Elementary	-	Grades K through 4

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1997

NOTE 14 - Capital Lease Obligation

The School Board has entered into a lease agreement for financing the acquisition of computer equipment. This lease qualifies as a capital lease for accounting purposes and therefore has been recorded at the present value of the future minimum lease payments as of the date of inception in the General Long-Term Debt Account Group.

Future minimum payments under the capitalized lease consist of the following at June 30, 1997:

<u>June 30,</u>	<u>General Long-Term Debt</u>
1998	\$ 6,100
1999	6,100
2000	6,100
2001	6,100
2002	<u>3,100</u>
Total minimum payments	28,100
Less amounts representing interest	<u>4,181</u>
Long-term lease obligation	<u>\$23,919</u>

ST. HELENA PARISH SCHOOL BOARD
COMBINED BALANCE SHEET
SPECIAL REVENUE FUNDS
JUNE 30, 1997

<u>ASSETS</u>		Child Batehall	Special Education	Sales Tax Fund	other Federal/ state Funds	Total
Cash	\$177,148	\$217,325	\$ 9,481	\$ 1,835	\$18,452	\$415,341
Due from other governments	88,795	-0-	7,887	39,344	48,633	184,149
Due from other funds	3,725	-0-	-0-	-0-	-0-	2,725
Inventory	-0-	7,782	-0-	-0-	-0-	7,782
Prepaid expenses	-0-	382	-0-	-0-	-0-	382
Total assets	\$269,573	\$225,034	\$17,368	\$40,179	\$67,085	\$380,334

LIABILITIES AND FUND BALANCES

Liabilities						
Accounts payable	\$ 49,423	\$ -0-	\$ 1,888	\$21,185	\$ 7,488	\$ 79,876
Salaries, wages and payroll taxes	24,418	18,887	-0-	-0-	-0-	40,275
Liabilities	84,135	9,277	15,260	-0-	48,695	156,277
Due to other funds	82,854	-0-	-0-	-0-	-0-	82,854
Deferred revenue						
Total liabilities	\$146,573	\$28,234	\$17,368	\$21,185	\$56,083	\$269,330

See Accompanying Independent Auditors' Report.

MT. PELIUM PUBLIC SCHOOL BOARD
COMBINING BALANCE SHEET (CONTINUED)
SPECIAL REVENUE FUNDS
JUNE 30, 1997

	TASA Funds	Child Substitution	Special Education	Salmon Trout Fund	Other Federal/State Funds	Total
FUND BALANCES						
Unreserved:						
Undesignated	\$ _____	\$101,160	\$ _____	\$18,024	\$ _____	\$220,154
Total fund balances	_____	101,160	_____	18,024	_____	220,154
Total liabilities and fund balances	\$240,328	\$236,354	\$17,508	\$38,178	\$27,085	\$660,954

See Accompanying Independent Auditors' Report.

CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 1987

	Local Funds	Child Substitution	Special Education	Salaries Tax Funds	Other Federal/ State Funds	Total
REVENUES						
Local services:						
Salaries	\$ -0-	\$ -0-	\$ -0-	\$482,122	\$ -0-	\$ 482,122
Food services	-0-	29,889	-0-	-0-	-0-	29,889
Interest	-0-	673	-0-	1,783	-0-	2,456
Other	-0-	452	-0-	-0-	-0-	452
Total revenues from local sources	-0-	31,114	-0-	483,905	-0-	435,029
State sources						
Federal services	588,873	18,000	-0-	-0-	31,868	638,741
Total revenues	588,873	49,114	119,313	483,905	148,332	1,299,437

See Accompanying Independent Auditors' Report.

ST. MARY'S PARISH SCHOOL BOARD
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES (CONTINUED)
SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 1997

	DATA Funds	Child Substitution	Special Education	Salaries Taxes Funds	other Federal/ State Funds	TOTAL
Current:						
Instructional:						
Regular	\$ -0-	\$ -0-	\$ -0-	\$116,267	\$ -0-	\$ 116,267
Special	-0-	-0-	10,282	53,130	1,336	179,848
Vocational	-0-	-0-	-0-	8,278	26,886	35,164
Education	-0-	-0-	-0-	45,081	68,881	113,962
Other	411,468	-0-	-0-	-	-	411,468
Total	411,468	-0-	10,282	123,422	28,093	615,235
Support services:						
Facilities	-0-	-0-	11,684	10,437	8,499	31,120
Instructional staff	178,866	-0-	-0-	17,304	17,893	214,063
General administration	1,125	-0-	126	16,294	-0-	17,545
School administration	-0-	-0-	-0-	15,989	-0-	15,989
Business services	-0-	-0-	2,686	9,884	-0-	12,570

See Accompanying Independent Auditors' Report

ST. HELENA PARISH SCHOOL BOARD
COMPARING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES (CONTINUED)
SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 1997

	USA Funds	Child Nutrition	Special Education	Sales Tax Fund	Other Federal/ State Funds	Total
EXPENDITURES, Continued						
Support Services, Continued						
Plant services	\$ 35,143	\$ -0-	\$ 12,952	\$ 21,389	\$ 860	\$ 70,344
Student trans- portation	1,889	-0-	-0-	99,143	-0-	101,032
Cafeteria services	2,210	-0-	3,398	-0-	-0-	5,608
Total support services expenditures	319,373	-0-	14,722	140,409	27,861	492,365
Food services	-0-	607,572	282	40,803	14,803	663,460
Community services	1,474	-0-	-0-	-0-	-0-	1,474
Facility acquisition and construction	32,056	-0-	1,387	-0-	-0-	33,443
Total expendi- tures	682,902	607,572	148,408	441,692	141,742	1,973,658
Excess (deficiency) of revenues over expenditures	(1,222)	16,146	1,253	(4,178)	(2,425)	8,802

See Accompanying Independent Auditors' Report.

ST. PETERS PARISH SCHOOL BOARD
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES (CONTINUED)
SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 1987

	DECA Funds	Child nutrition	special education	sales tax fund	other Federal/ state funds	Total
	\$ 16,393	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 16,393
	134,354	-0-	13,253	-0-	1,681	149,328
	1,397	-0-	13,253	-0-	1,681	149,328
	-0-	16,844	-0-	16,178	12,853	7,475
	-0-	184,814	-0-	26,172	2,493	213,979
	-0-	6,232,145	-0-	6,18,294	-0-	6,236,134

EXPENDITURES, CONTINUED

Operating Financing
Sources (Uses):
Operating
transfer-in
Operating
transfer-out

Total other
financing
sources
(uses)

Excess (deficiency) of
revenues and other
financing sources
over expenditures
and other financing
uses

Fund balances at
beginning of year

Fund balances at
end of year

See Accompanying Independent Auditors' Report.

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**ST. HELENA PARISH SCHOOL BOARD
GREENSBURG, LOUISIANA**

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: _____

**FEDERAL GRANTS
FINANCIAL AND COMPLIANCE AUDIT
TOGETHER WITH INDEPENDENT AUDITORS' REPORT
FOR THE YEAR ENDED JUNE 30, 1997**

TABLE OF CONTENTS

	<u>PAGE</u>
<u>SINGLE AUDIT REPORTS</u>	
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	i
Report on Compliance with Requirements Applicable to each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133	4
Schedule of Expenditures of Federal Awards	7
Notes to the Schedule of Expenditures of Federal Awards ..	8
Schedule of Findings and Questioned Costs	10
Status of Prior Year's Reportable Conditions	14

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

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

We have audited the Schedule of Expenditures of Federal Awards of St. Helena Parish School Board (the School Board) as of and for the year ended June 30, 1997, and have issued our report thereon dated December 19, 1997. 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.

We have also audited the general purpose financial statements of the School Board, as of and for the year ended June 30, 1997, and have issued our report thereon dated December 19, 1997. In our report, our opinion was qualified because we have been unable to satisfy ourselves concerning a portion of the cost or estimated cost of fixed assets because detailed records and documentation of historical and estimated costs are not available.

Compliance

As part of obtaining reasonable assurance about whether the School Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards which is described in the accompanying schedule of findings and questioned costs as finding 97-1.

**INDEPENDENT AUDITORS' REPORT
ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS
(CONTINUED)**

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the School Board in a separate letter dated December 19, 1997.

In connection with our audit, we reviewed the prior year reportable condition on the internal control structure, including applicable internal administrative controls, to determine whether management had implemented appropriate action to correct the condition giving rise to the finding. The results of our review with respect to the prior year reportable conditions are described in the accompanying status of Prior Reportable Conditions.

**INDEPENDENT AUDITORS' REPORT
ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS
(CONTINUED)**

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

This report is intended for the information of the School Board, its management and Federal awarding agencies and pass-through entities, such as the State of Louisiana and Legislative Auditor's Office. However, this report is a matter of public record and its distribution is not limited.

Bruno & Tervalon

**BRUND & TERVALON
CERTIFIED PUBLIC ACCOUNTANTS**

December 19, 1997

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Members of the
St. Helena Parish School Board
Greenburg, Louisiana

Compliance

We have audited the compliance of St. Helena Parish School Board (the School Board), with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 1997. The School Board's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the School Board's management. Our responsibility is to express an opinion on the School Board's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. These standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the School Board's compliance with those requirements.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133
(CONTINUED)**

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

In our opinion, the School Board complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1997. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements that is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as finding 97-2.

Internal Control Over Compliance

The management of the School Board is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the School Board's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted a matter involving the internal control over compliance and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the School Board's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. The reportable condition is described in the accompanying schedule of findings and questioned costs as finding 97-3.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133
(CONTINUED)**

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described in finding 97-2 is a material weakness.

Schedule of Expenditures of Federal Awards

We have audited the general purpose financial statements of the School Board as of and for the year ended June 30, 1997, and have issued our report thereon dated December 19, 1997. In our report, our opinion was qualified because we have been unable to satisfy ourselves concerning a portion of the cost or estimated cost of fixed assets because detailed records and documentation of historical and estimated costs are not available. Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

This report is intended for the information of the School Board, its management and federal awarding agencies and pass-through entities, such as the State of Louisiana and Legislative Auditor's Office. However, this report is a matter of public record and its distribution is not limited.

Bruno & Tervalon

BRUNO & TERVALON
CERTIFIED PUBLIC ACCOUNTANTS

December 19, 1997

**ST. LOUIS PUBLIC SCHOOL BOARD
SCHEDULE OF EXPENDITURES OF FEDERAL FUNDS
FOR THE YEAR ENDED JUNE 30, 1971**

FEDERAL CLUSTER/PROGRAM THROUGH CHARTER PROGRAM TITLE	FEDERAL CLUSTER CHARTER PROGRAM	FEDERAL CLUSTER'S CHARTER PROGRAM	FEDERAL CLUSTER CHARTER PROGRAM	FEDERAL CLUSTER CHARTER PROGRAM	FEDERAL CLUSTER CHARTER PROGRAM
U.S. DEPARTMENT OF AGRICULTURE -					
Passed Through State Department of Education:					
Summer Food Service Program	10,000	—	0-	11,700	11,700
Food Distribution	10,000	—	0-	10,000	10,000
School Breakfast Program	10,000	—	0-	10,000	10,000
School Lunch Program	10,000	—	0-	10,000	10,000
Total U.S. Department of Agriculture				41,700	41,700
U.S. DEPARTMENT OF EDUCATION -					
Passed Through State Department of Education:					
Basic Title I	11,000	10-00-00	10,000	11,000	11,000
Basic Title VI	11,000	10-00-00	1,000	1,000	1,000
Adult Basic Education	11,000	—	1,000	1,000	1,000
Adult P.L. 94-142	11,000	10-00-00	10,000	11,000	11,000
Basic, Section 421 Preschool	11,000	10-00-00	11,000	11,000	11,000
Basic Title II Math/Science	11,000	10-00-00	1,000	1,000	1,000
Group-Free Athletics	11,000	10-00-00	1,000	1,000	1,000
Starting Points Pre-School Program	11,000	—	11,000	11,000	11,000
Dependent Care After-School Care Program	11,000	—	0-	1,000	1,000
Vocational Education - Basic Grant	11,000	10-00-00	11,000	11,000	11,000
Vocational Education - Basic Grant Carryover	11,000	10-00-00	1,000	1,000	1,000
Parent/Teacher Child Search	11,000	10-00-00	1,000	1,000	1,000
Part I Talent Search	11,000	10-00-00	1,000	1,000	1,000
Total U.S. Department of Education				111,000	111,000
U. S. Environmental Protection Agency-Invasive Species Grant (RFF 5)	11,000	—	0-	0-	0-
Total Federal funds				152,700	152,700

See the Independent Auditor's Report on Supplementary Information and the
Accompanying Notes to the Schedule of Expenditures of Federal Funds.

ST. HELENA PARISH SCHOOL BOARD

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS JUNE 30, 1997

NOTE 1 - General:

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of the St. Helena Parish School Board (the School Board). The School Board reporting entity is defined in NOTE 1 to the general purpose financial statements for the year ended June 30, 1997. All federal awards are passed through other government agencies included on the schedule.

NOTE 2 - Basis of Accounting:

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting, which is described in NOTE 1 to the School Board's general purpose financial statements for the year ended June 30, 1997.

The preparation of the schedule of Expenditures of Federal Awards in conformity with generally accepted accounting principles requires the use of management's estimates.

NOTE 3 - Relationship to General Purpose Financial Statements:

Federal award revenues are reported in the School Board's general purpose financial statements as follows:

	General Fund	Special Revenues Fund
From federal sources	\$ -0-	\$1,300,462
Indirect costs reimbursed through application of state approved rate	12,672	
	<u>\$12,672</u>	

ST. HELENA PARISH SCHOOL BOARD
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
(CONTINUED)
JUNE 30, 1997

NOTE 4 - Relationship to Federal Financial Reports:

Amounts reported in the Schedule of Expenditures of Federal Awards agree with the amounts reported in the related federal financial reports.

NOTE 5 - EPA Loans:

The School Board has outstanding loans from the Environmental Protection Agency totaling \$52,110 as of June 30, 1997. These loans are to be repaid over the next 17 years.

**ST. HELENA PARISH SCHOOL BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 1997**

1. Summary of Auditors' Results

- A. The type of report issued on the general purpose financial statements: qualified opinion.
- B. Reportable conditions in internal control were disclosed by the audit of the financial statements: yes Material weaknesses: no.
- C. Noncompliance which is material to the general purpose financial statements: yes.
- D. Reportable conditions in internal control over major programs: yes Material weaknesses: no.
- E. The type of report issued on compliance for major programs: unqualified opinion.
- F. Any audit findings which are required to be reported under section 301(a) of OMB Circular A-133: yes.
- G. Major programs:
 - United States Department of Agriculture:
 - National School Breakfast Program (CFDA No. 10.555)
 - National School Lunch Program (CFDA No. 10.555)
 - United States Department of Education:
 - Improving America's School Act (IASA) - Title I (CFDA No. 84.010)
- H. Dollar threshold used to distinguish between Type A and Type B programs: \$100,000.
- I. Auditee qualified as a low-risk auditee under section 303 of OMB Circular A-133: yes.

**ST. HELENA PARISH SCHOOL BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 1997
(CONTINUED)**

**2. Finding Relating to the Financial Statements Reported
in Accordance with government Auditing Standards**

Finding 92-1 - Budget Adoption

Condition

We noted during our 1997 audit that the School Board did not adopt the fiscal year 1996-97 budget for the Sales Tax Special Revenue Fund.

Criteria

According to Louisiana Revised Statute, Section 79:1358, the School Board must adopt a budget for each special revenue fund.

Effect

The School Board is in noncompliance with the State statute relating to budget adoption.

Cause

Non-adherence to the School Board's procedures for adopting proposed budgets.

Recommendation

We recommend that the School Board comply with State laws affecting budgeting which requires school boards to prepare and adopt a comprehensive budget presenting a complete financial plan for the ensuing fiscal year for the General Fund and each Special Revenue Fund.

Management's Response

Management concurs with our finding and recommendation.

**ST. HELENA PARISH SCHOOL BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 1997
(CONTINUED)**

3. Findings and Questioned Costs Relating to Federal Awards

Finding 92-2

This finding affects the following major programs:

Federal Program and Specific Federal Award Identification

- o **CFDA Title:** National School Breakfast Program
CFDA Number: 18.551
Federal Award Number: None
CFDA Title: National School Lunch Program
CFDA Number: 18.555
Federal Award Number: None
Year: 1997
Name of federal agency: United States Department of Agriculture
Name of the applicable pass-through entity:
Louisiana Department of Education
- o **CFDA Title:** Improving America's School Act (IASA) -
Title I (herein referred to as Title I)
CFDA Number: 84.010
Federal award number: 95-03a-46/96-031-46/97-IASA-46
Year: 1997
Name of federal agency: United States Department of Education
Name of the applicable pass-through entity:
Louisiana Department of Education

Criteria

According to OMB Circular A-113, Compliance Supplement, Part 1.8, "Allowable costs/Cost Principles" and OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," Attachment B, Section 11(h)(3), which states that "where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee."

**ST. HELENA PARISH SCHOOL BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 1997
(CONTINUED)**

1. Findings and Questioned Costs Relating to Federal Awards
Continued

Finding ST-2, Continued

Condition

We noted during our 1997 audit that the School Board did not obtain the required certifications as described previously.

Questioned Costs

Questioned costs cannot be determined.

Information to provide proper perspective for judging the prevalence and consequences of the audit finding.

This is a systemic problem and applies to the salary costs of the related program.

Effect

Salary costs could be charged to a program for personnel who did not provide program services.

Recommendation

We recommend that the School Board implement policies and procedures to assure that it is in compliance with OMB Circular A-87 relating to obtaining required certifications.

Management's Response

Management concurs with our finding and recommendation.

STATUS OF PRIOR YEAR'S REPORTABLE CONDITIONS

ST. HELENA PARISH SCHOOL BOARD
STATUS OF PRIOR YEAR'S REPORTABLE CONDITIONS

INSURANCE COVERAGE

Although the School Board is covered by workers compensation and student liability insurance, it is not covered by property and other liability insurance.

Current Status

As in the prior years, we noted in the 1997 audit that the School Board had not acquired any property and liability insurance, except for workers compensation and student liability, or has any other method to finance an exposure, liability, or risk.

We recommend that the School Board purchase commercial insurance or consider the use of any other type of risk financing to reduce the risks of loss that may arise from torts; act of God; injuries to employees; theft of, damage to and destruction of assets, etc.

Management's Response

The School Board concurs with the auditor's finding and recommendation.

ST. HELENA PARISH SCHOOL BOARD
STATUS OF PRIOR YEAR'S REPORTABLE CONDITIONS, Continued

SEGREGATION OF DUTIES

Bookkeepers are performing incompatible tasks and some controls are being omitted, such as approval and review functions.

Current Status

We noted during our 1997 audit that bookkeepers still are assigned and perform incompatible functions which tend to weaken internal controls.

In order to maintain appropriate internal controls, we recommend that the School Board Review current accounting responsibilities and established procedures to ensure that assigned accounting duties are adequately segregated.

Management's Response

The School Board has established certain procedures as recommended in prior audits and we will continue to review and improve the segregation of duties.

ST. HELENA PARISH SCHOOL BOARD
STATUS OF PRIOR YEAR'S REPORTABLE CONDITIONS, Continued

PERIODIC FINANCIAL REPORTING

During our audit we noted that internal financial statements were not routinely prepared.

We recommend that procedures be reviewed and updated as necessary to ensure that internal financial statements are prepared monthly and on a timely basis. Timely completed financial reports are necessary for management in analyzing the accuracy of financial information, comparing actual revenues and expenditures to budget, and submitting financial reports to outside users (i.e. grantors of financial assistance).

Current Status

We noted in our 1997 audit that internal financial statements were prepared on a periodic basis. However, the year end financial statements were not completed until November 1997.

Management's Response

The School Board concurs with the finding and recommendation and will continue to review procedures to ensure the financial statements are prepared periodically on a timely basis and that year end financial statements are completed within a reasonable time frame.

& Tervalon

MEMPHIS, TENNESSEE 38103
ALBANY, NEW YORK 12208
NEW ORLEANS, LOUISIANA 70119

INDEPENDENT AUDITORS' COMMENTS TO MANAGEMENT

To the Members of the
St. Helena Parish School Board
Greensburg, Louisiana

We have audited the financial statements of St. Helena Parish School Board (the School Board) for the year ended June 30, 1997 and have issued our report thereon dated December 19, 1997.

As part of our audit, we made a study and evaluation of the internal control structure, including applicable internal administrative controls, to the extent we considered necessary to evaluate the internal control structure as required by generally accepted auditing standards.

However, during our audit we reviewed the current status of the independent auditors' comments to management. The current status of the comments and recommendations, which have been discussed with the appropriate members of management, are described in the accompanying Status of Prior Year's Comments section to this report. This letter does not affect our report dated December 19, 1997, on the general purpose financial statements of the School Board.

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

Bruno & Tervalon

BRUNO & TERVALON

CERTIFIED PUBLIC ACCOUNTANTS

December 19, 1997

**ST. IERLENA PARISH SCHOOL BOARD
STATUS OF PRIOR YEAR'S MANAGEMENT LETTER COMMENTS**

FIXED ASSET INVENTORY

We noted during our audit that a complete fixed asset inventory was not taken for the 1996 fiscal year.

We recommend that the School Board take a fixed asset inventory at year end or immediately thereafter to timely provide support for the amounts of general fixed assets reported in the financial statements.

Current Status

As in the prior year, we noted during the 1997 audit that a complete fiscal year and fixed asset inventory was not taken.

ACCOUNTING MANUAL

We noted that the School Board does not have an accounting procedures manual. There may be an assumption that because the School Board's accounting system is relatively simple and accounting personnel have direct and easy access to supervisory personnel when questions arise, there is no need for a manual. However, written procedures, instructions, and assignments of duties will prevent or reduce misunderstandings, errors, inefficient or wasted effort, duplicated or omitted procedures, and other situations that can result in inaccurate or untimely accounting records. A well-devised accounting manual can also help to ensure that all similar transactions are treated consistently, that accounting principles used are proper, and that records are produced in the form desired by management. A good accounting manual should aid in the training of new employees and possibly allow for delegation to other employees of some accounting functions management performs. It will take some time and effort for the School Board to develop a manual; however, we believe this time will be more than offset by time saved later in training and supervising accounting personnel. Also, in the process of the comprehensive review of existing accounting procedures for the purpose of developing the manual, management might discover procedures that can be eliminated or improved to make the system more efficient and effective.

Current Status

We noted no significant change in the status based on our 1997 audit. The School Board is still in the process of developing an accounting manual.

**ST. HELENA PARISH SCHOOL BOARD
STATUS OF PRIOR YEAR'S MANAGEMENT LETTER COMMENTS
(CONTINUED)**

COMPUTER-BASED ACCOUNTING SYSTEM

Manual accounting systems are individually maintained to record and summarize transactions of each Special Revenue Fund.

We recommend that the School Board consider using a computer-based system to record and summarize all accounting transactions and to provide meaningful management reports for the review and analysis of accounting information. Implementing such a system will enhance the efficiency of the accounting staff and will provide faster and better information for management and the Board of Directors.

Current Status

We noted during our 1997 audit that the School Board still has not automated the financial records of Special Revenue Funds.

FUND BALANCE

The School Board is practically in the deficit position in its General and Special Revenue Funds. The School Board at June 30, 1995 reflected a deficiency of revenues over expenditures of \$154,545 and \$45,854 in the General Fund and the Special Revenue Fund, respectively. Total fund balance at June 30, 1995 was \$281,709. With limited revenue sources and increasing student needs, measures should be taken by the School Board to ensure that deficits do not exist and that a minimum level of fund balance be maintained. A minimum of at least 5% of expenditures should be accumulated in fund balance for unanticipated needs of the school system. A short-term and long-range plan should be developed by the School Board and management to document and measure the School Board's progress toward these goals.

Current Status

The School Board continues its efforts to increase fund balances to minimum levels. In the 1997 audit, the School Board incurred an excess of revenues over expenditures of \$189,187 and \$7,475 in the General Fund and the Special Revenue Fund, respectively. Total fund balance at June 30, 1997 represented approximately 4.0 percent of total current expenditures.

Bruno

CERTIFIED PUBLIC ACCOUNTANTS

& Tervolon

RICHARD B. BRUNO, CPA
MICHAEL B. TERVOLON, JR., CPA
MICHAEL J. HONEY, JR., CPA

RECEIVED
MAR 11 1998
MAR 11 AT 9:00

March 3, 1998

Ms. Sadha Rawal
Office of the
Legislative Auditor
State of Louisiana
1600 North Third Street
Post Office Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Rawal:

In response to Dr. Kyle's request for additional information, dated March 2, 1998, we have revised our 1997 Management Letter to St. Helena Parish School Board (School Board) to include a comment regarding the School Board's 1997 audit not being completed within six (6) months of year end per Louisiana Revised Statute 24:513. See enclosed comment.

If you require additional information, please do not hesitate to contact me.

Sincerely,



Michael B. Bruno
Managing Partner

MBB:vlj
Enclosure

Copy to: Dr. Willie G. Johnson, Superintendent
St. Helena Parish School Board

**ST. HELENA PARISH SCHOOL BOARD
CURRENT YEAR MANAGEMENT LETTER COMMENT
FOR THE YEAR ENDED JUNE 30, 1997**

Audited Financial Statements

We noted during our 1997 audit that the School Board did not complete an audit within six (6) months of the close of the School Board's fiscal year, as required by Louisiana Revised Statute 24:513. Procedures have not been adhered to ensure that accounting records are posted on a timely basis to facilitate the completion of an audit within the noted period.

We recommend that management of the School Board adhere to established procedures and ensure that the report is issued as prescribed by state statutes.