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**LAFOURCHE PARISH  
RECREATION DISTRICT #2  
RACELAND, LOUISIANA  
PARISH OF LAFOURCHE**

**COMPILED FINANCIAL STATEMENTS AND  
AGREED-UPON PROCEDURES REPORT**

**AS OF AND FOR THE YEAR ENDED  
DECEMBER 31, 1997**

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

Release Date AUG 10 2008



***LAFOURCHE PARISH  
RECREATION DISTRICT #2  
RACELAND, LOUISIANA  
PARISH OF LAFOURCHE***

***COMPILED FINANCIAL STATEMENTS AND  
AGREED-UPON PROCEDURES REPORT***

***AS OF AND FOR THE YEAR ENDED  
DECEMBER 31, 1997***



**LAFOURCHIE PARISH  
RECREATION DISTRICT #2  
BACELAND, LOUISIANA**

*General Purpose Financial Statements  
As of and for the Year Ended December 31, 1996*

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***FINANCIAL SECTION***





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# STAGNI & COMPANY, LLC

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Board of Commissioners  
Lafourche Parish Recreation District No. 2  
Brazzard, Louisiana

We have compiled the accompanying general purpose financial statements of the Lafourche Parish Recreation District #2, a component unit of the Lafourche Parish Council, as of and for the year ended December 31, 1997 as listed in the financial section of the table of contents, 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 information that is the representation of management. We have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*Stagni & Company*

Thibodaux, Louisiana  
March 9, 1998

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**LAFAYETTE PUBLIC RECREATION DISTRICT #1**  
 Combined Balance Sheet - All Fund Types and Account Groups  
 December 31, 1987

	Governmental Fund Types		Account Groups		Totals (In Parentheses)
	State SERVISE	Local PROJECT	General Fund Assets	General Long Term Debt	
<b>ASSETS AND OTHER DEBITS</b>					
Cash	861,790	217,700			1,079,490
Investments	22,000	211,700			433,700
Due from other governments	44,848				44,848
Deposits	390				390
Taxes receivable	11,700	26,147			37,847
Prepaid Plans & Equipment			640,858	841,800	1,482,658
Amount available in Debt Service Fund					
Amounts to be provided for refunding of long term debt				1,250,000	1,250,000
<b>Total assets</b>	<b>1,027,428</b>	<b>655,247</b>	<b>640,858</b>	<b>2,091,800</b>	<b>4,415,333</b>
<b>LIABILITIES, DEBITS, AND OTHER CREDITS</b>					
Liabilities:					
Deferred revenue	800,748	670,847			1,471,595
Accounts Payable and accrued expenses	1,340	26,146			27,486
Contracts and mortgage payable		47,040			47,040
Total current liabilities	802,088	744,033			1,546,121
General Obligation bonds payable				1,250,000	1,250,000
Total liabilities	802,088	744,033		1,250,000	2,806,121
Equity and Other Credits:			640,858		640,858
Investment in general fund assets					
Fund balances:					
Unassigned	80,748	47,000			127,748
Reserved for debt service					
Reserved for capital projects		891,201			891,201
Total fund balances	80,748	938,201			1,018,949
Total liabilities, equity, and other credits	882,836	1,682,234	640,858		3,205,928

See notes to the financial statements and accountants' report.

**LAFORCHE PARISH RECREATION DISTRICT #2**  
**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**All Governmental Fund Types**  
**As of and for the year ending December 31, 1997**

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>(Interfund/Net City)</u>
<b>REVENUES</b>				
Ad Valorem Taxes	808,948	810,811		1,619,759
State Revenue Sharing	18,813			
Interest	1,000	1,080	883,283	885,363
Total Revenues	<u>830,761</u>	<u>141,891</u>	<u>883,283</u>	<u>1,855,935</u>
<b>EXPENDITURES</b>				
<b>General government - current:</b>				
Salaries and benefits	14,880			14,880
Supplies	3,821			3,821
Professional fees	8,217			8,217
Insurance	1,487			1,487
Recreation-maintenance	18,149			18,149
Utilities	1,284			1,284
Total current expenditures	<u>47,838</u>			<u>47,838</u>
Capital expenditures	1,000		200,000	201,000
<b>Debt service:</b>				
Principal retirement		35,800		35,800
Interest and fiscal charges		79,482		79,482
Total debt service		<u>115,282</u>		<u>115,282</u>
Total expenditures	<u>48,838</u>	<u>115,282</u>	<u>200,000</u>	<u>464,120</u>
<b>Excess (deficiency) of revenues over expenditures</b>	41,863	27,189	(200,000)	(149,948)
<b>FUND BALANCES</b>				
Beginning of year	18,872	14,808	1,128,287	1,162,067
Ending of year	<u>\$80,735</u>	<u>\$41,997</u>	<u>\$928,287</u>	<u>\$1,051,019</u>

See notes to the financial statements and accountant's report.

LAUREL MOUNTAIN HIGH SCHOOL DISTRICT #1  
 Confined Statement of Operations, Expenditures, and Changes in Fund Balances  
 Budget and Actual - General and Debt Service Funds  
 As of and for the year ending December 31, 1997

	General Fund		Special Revenues (Self-insurance)	Debt Service		Special Revenues (Anticipation)
	Budget	Actual		Budget	Actual	
<b>EXPENSES</b>						
Administrative	283,071	283,070	26,040			
State Machine Blowing	18,000	18,000	18,000			
Interest	862	1,000	450			
	<u>301,933</u>	<u>302,070</u>	<u>44,490</u>	<u>1,470</u>	<u>1,470</u>	<u>11,000</u>
<b>Total Expenditures</b>						
				<u>1,470</u>	<u>1,470</u>	<u>11,000</u>
				<u>1,470</u>	<u>1,470</u>	<u>11,000</u>
<b>EXPENDITURES</b>						
General operations -- current						
Salaries and benefits	61,000	64,889	4,081			
Office expenditures	6,000	5,871	1,879			
Professional fees	6,000	5,270	783			
Supplies	2,000	1,687	883			
Permissible expenditures	21,300	19,148	21,254			
Utilities	2,000	1,284	1,376			
Total current expenditures	<u>111,900</u>	<u>108,139</u>	<u>12,357</u>			
Capital expenditures	20,000	1,000	8,000			
Debt service:						
Principal payments						0
Interest and fiscal charges						1,821
Total debt service						<u>1,821</u>
						<u>1,821</u>
<b>Total Expenditures</b>	<u>131,900</u>	<u>109,139</u>	<u>20,357</u>			<u>1,821</u>
						<u>1,821</u>
Excess (or deficiency) of revenues over expenditures	<u>69,933</u>	<u>41,931</u>	<u>24,133</u>			<u>9,179</u>
						<u>9,179</u>
<b>FUND BALANCES</b>						
Beginning of year	<u>25,000</u>	<u>25,000</u>	<u>1,320</u>			<u>250</u>
End of year	<u>94,933</u>	<u>66,931</u>	<u>25,453</u>			<u>1,129</u>
	<u>94,933</u>	<u>66,931</u>	<u>25,453</u>			<u>1,129</u>



**LAFOURCHE PARISH RECREATION  
DISTRICT #2  
RACELAND, LA 70454**

**NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 1997**

The Lafourche Parish Recreation District #2 (the District) operates under provisions of the Louisiana Revised Statutes and local ordinances established by the Lafourche Parish Council. The District provides the facilities, equipment, programs, and finances to conduct recreational activities throughout the year. The District has all the rights and powers and privileges granted by and conferred by the Constitution and Statutes of the State of Louisiana, including the right to incur debt, issue bonds and levy taxes.

**Note 2           SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of the Lafourche Parish Recreation District #2 (the District) conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of certain significant accounting policies:

**4.     Reporting Entity**

As the governing authority of the parish, for reporting purposes, the Lafourche Parish Council is the financial reporting entity for Lafourche Parish. The Governmental Accounting Standards Board established criteria for determining which component units should be considered part of the Lafourche Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. Based on criterion applied, the District is a component unit of the Lafourche Parish Council. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Lafourche Parish Council, the general government services provided by the Council, or the other governmental units that comprise the financial reporting entity.

**LAFORCHRE PARKS RECREATION  
DISTRICT #2  
RACKLAND, LOUISIANA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the year ended December 31, 1997

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B**      Fund Accounting

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

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

**Governmental Funds**

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

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

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources to and the payment of general long-term obligations principal, interest and related costs.

Capital Projects Fund - The Capital Projects Fund is used to account for the acquisition or construction of general fixed assets.

**LAFOURCHETTE PARISH RECREATION  
DISTRICT #2  
BACELAND, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the year ended December 31, 1997**

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C.      Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Interest income is recorded when received by the District.

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

**D.      Budgets**

The District complies with the "Louisiana Local Government Budget Act" and, heretofore, budgets are adopted for its general fund and debt service fund on a modified accrual basis which is consistent with generally accepted accounting principles. Annual budgets are prepared by the Secretary/Treasurer of the Board along with a budget message and presented to the Board for adoption no later than 15 days prior to the beginning of the fiscal year. The District's budgets were presented on and adopted by the Board on December 9, 1996. Budgets are adopted for the fiscal year and lapse at a year end. The budget is amended by supplemental appropriations as needed to during the year to comply with state law.

**LAFOURCHE PARISH RECREATION  
DISTRICT #2  
RACELAND, LOUISIANA**

NOTES TO FINANCIAL STATEMENTS, (CONTINUED)  
For the year ended December 31, 1997

*Note 3*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. Allowance for Uncollectible Ad Valorem Taxes**

The financial statements for the District contain an allowance for uncollectible amounts due for ad valorem taxes. According to GAAP property tax revenue should be recognized net of an allowance for uncollectible taxes receivable. This means that revenue is not recognized at the gross amount with a separate provision for uncollectible receivables as is the practice in commercial entities.

**F. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments are recorded in the District's books, is not utilized by the District.

**G. Cash and Investments**

Cash includes amounts in demand deposits, interest-bearing deposits, and money market accounts. Under state law, the District 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.

Under state law, the District may invest in United States bonds, treasury notes, or certificates. Investments are stated at cost.

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

**LAFOURCHE PARISH RECREATION  
DISTRICT #2  
RACELAND, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the year ended December 31, 1997

**Note 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**II**      **General Fixed Assets**

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

Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs, etc. are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

**I**      **Long Term Debt**

The accounting and reporting treatment applied to the long-term obligations associated with a fund are determined by its management form. Long term obligations expected to be financed from governmental funds are accounted for in the General Long Term Debt Account Group, not in the governmental funds. Expenses for principal and interest payments are recognized in the governmental funds when due.

The Long Term Debt Account Group is not a "fund." It is concerned only with the measurement of financial position, not with the measurement of results of operations.

**LAFOURCIE PARISH RECREATION  
DISTRICT #2  
BACELAND, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the year ended December 31, 1997

**Note 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**L**      **Reserves**

**Reserves**

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific future use.

**K**      **Total (Memorandum Only Columns on Columns of Note 10)**

The total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present the financial position or the results of operations, in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidated financial statement. Interfund eliminations have not been made in the aggregation of this data.

**Note 2**      **DEPOSITS AND INVESTMENTS**

**A**      **Deposits**

At December 31, 1997, the District has cash bank balances (all deposits) of \$1,093,202 and bank balances totaling \$1,093,958. 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 accessible to both parties. The District's deposits are secured from risk by \$142,463 of federal deposit insurance and \$1,513,170 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

**LAFOURCHE PARISH RECREATION  
DISTRICT #2  
RAZELAND, LOUISIANA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the year ended December 31, 1997

**Note 2 DEPOSITS AND INVESTMENTS (Continued)**

**A. Deposits (Continued)**

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 38:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

**B. Investments**

At December 31, 1997, the District has investments totaling \$948,766. All investments are certificates of deposits varying in maturities, and interest rates and are in the name of the District (category 1 in applying credit risk of GASB Codification Section 190.164).

**Note 3 AD VALOREM TAXES**

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

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the list of January 1, 1996. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the first Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for the year ended December 31, 1997 was 1.08 mills assessed valuation on property within Lafourche Parish Recreation District #2 for the purpose of maintaining and operating the facilities and programs, and 6.25 mills for the purpose of payment of general long term debt principal, interest, and related costs for the District.

**LAFOURCHE PARISH RECREATION  
DISTRICT #2  
RACELAND, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the year ended December 31, 1997**

**Note 3 AD VALOREM TAXES (Continued)**

The Lafourche Parish Sheriff's Office collects the taxes levied and sends the taxes collected to the District. The District uses the revenue from ad valorem taxes collected to finance the next year's operations, therefore all taxes levied (less the allowance for uncollectible accounts) are recognized as deferred in the current year's financial statements.

	General Fund	Debt Service
Taxes Levied	\$70,777	\$143,622
Allowance for Uncollectible	7,429	15,073
<b>Totals</b>	<b>\$63,348</b>	<b>\$128,549</b>

**Note 4 COMPENSATION OF BOARD MEMBERS**

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

**Note 5 DUE FROM OTHER GOVERNMENTAL UNITS**

The amount due from other governmental units consisted of December 1997 ad valorem tax collections due from the Lafourche Parish Sheriff to be remitted to the District in January 1998.



**LAFOURCIE PARISH RECREATION  
DISTRICT #2  
RACELAND, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS, (CONTINUED)**  
For the year ended December 31, 1997

**Note 6 CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Beginning			Ending
	Balance	Additions	Deletions	Balance
Land	\$118,500	\$0	\$0	\$118,500
Facilities	0	13,333	0	13,333
Office Equipment	512	1,806	0	1,928
Construction in Progress	0	367,294	0	367,294
<b>Total</b>	<b>\$119,012</b>	<b>\$81,433</b>	<b>\$0</b>	<b>\$499,687</b>

**Note 7 LONG TERM DEBT**

On April 1, 1995 the taxpayers approved an issuance of bonds and the levy of a special tax to issue \$1,300,000 of 20 year general obligation bonds of the District for constructing, purchasing and acquiring lands, buildings, equipment, and other facilities to be used in providing recreational facilities for the District.

A summary of changes in long term obligations of the District is as follows:

	Payable December 31, 1996	Debt Incurred	Debt Retired	Payable December 31, 1997
General Obligations Bonds, Series 1995	\$1,285,000	\$0	\$55,000	\$1,230,000

**LAFAYETTE PARISH RECREATION  
DISTRICT #2  
BACELAND, LOUISIANA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the year ended December 31, 1997

**Note 7      LONG TERM DEBT (Continued)**

The annual requirements, including interest, to amortize all long term debt outstanding are as follows:

Maturity	Principal	Interest	Total
1998	48,000	74,735	114,735
1999	40,000	70,215	110,215
2000	45,000	66,512	111,512
2001	90,000	62,423	112,423
2002	90,000	58,235	108,235
2003 - 2007	310,000	239,913	549,913
2008 - 2012	405,800	143,177	548,977
2013 - 2015	318,800	34,123	354,923
<b>Totals</b>	<b>\$1,258,800</b>	<b>\$763,485</b>	<b>\$1,953,485</b>

**Note 8      CONSTRUCTION COMMITMENTS**

The District has entered into the following construction commitments for construction in progress at December 31, 1997:

Project	Contract Amount	%Complete	Balance Remaining
Baceland Ballports	\$108,880	45.9%	\$ 54,494
Restroom Facilities	\$231,942	11.1%	\$206,242



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# STAGNI & COMPANY, LLC

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
Lafourche Parish Recreation District No. 2  
Brazoria, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Lafourche Parish Recreation District No. 2, (the District) and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating the management's assertions about the District's compliance with certain laws and regulations during the year ended December 31, 1997 included in the accompanying Louisiana Attachment Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified 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.

Our applied procedures, together with any observation or findings, follow:

### **Public Bid Law**

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 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$15,000, and two contracts were entered into for public works exceeding \$100,000. We examined documentation which indicated that all of these expenditures had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

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

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1181-1124 (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.

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Member AICPA & CPAA  
E-mail: [stagni@stagni.com](mailto:stagni@stagni.com)  
INTERNET: <http://www.stagni.com>

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 [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.

Management provided us with a copy of the legally adopted original budget. There were no amendments to the budget during the year.

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

We traced the adoption of the original budget to the minutes held on December 9, 1996 which indicated that the budget had been adopted by the commissioners of the Lafourche Parish Recreation District No. 2 by a unanimous vote.

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

We compared the revenues and expenditures of the final budget (original) to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

#### ***Accounting and Reporting***

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

9b) determine if payments were properly coded to the correct fund and general ledger account, and

Six of the payments were properly coded to the correct fund and general ledger account.

10) determine whether payments received approval from proper authorities,

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

#### **Meetings**

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

The District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. It was noted by attending 3 meetings during the year that agendas for meetings were posted or advertised on the door as required.

#### **Bank**

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

#### **Advances and Expenses**

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 that would indicate payments to employees that may 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.

This report is intended solely for the information of the management 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.

*Singhi & Company, LLC*

Thibodaux, Louisiana  
March 9, 1998



## LOUISIANA ATTESTATION QUESTIONNAIRE

January 12, 1998 Date

Sprague & COMPANY, L.L.C.

200 Poydras Street  
Metairie, LA 70001

(Auditors)

In connection with your compilation of our financial statements as of December 31, 1997 and for the period then ended, and as required by Louisiana Revised Statute 24:912 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and 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 December 12, 1997 (date).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:22-12, 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 employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

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, 1995, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes  No **Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 33:1381-14) or the budget requirements of LSA-RS 56:43.

Yes  No **Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:35.

Yes  No 

We have filed our annual financial statements in accordance with LSA-RS 24:814, 33-465, and/or 38:92, as applicable.

Yes  No



We have had our financial statements audited or compiled in accordance with LSA-RS 34:573.

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 23 of the 1974 Louisiana Constitution, and LSA-RS 47:1418-80.

Yes  No

#### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VI, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:136, and AG opinion 79-726.

Yes  No

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible 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 known noncompliance which may occur subsequent to the issuance of your report.

<u>William P. Avakian</u>	Secretary	<u>1/12/98</u>	Date
<u>William P. Avakian</u>	Treasurer	<u>1/12/98</u>	Date
<u>John Brown</u>	President	<u>1/14/98</u>	Date

Note-Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

