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HOUSING AUTHORITY OF THE TOWN OF ARCADIA, LOUISIANA

REPORT ON EXAMINATION OF  
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA

TWELVE MONTHS ENDED JUNE 30, 1987

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 6-15-87

**ENTER & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

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HOUSING AUTHORITY OF THE TOWN OF ARCADIA  
 COMBINED BALANCE SHEET  
 ALL FUND TYPES AND ACCOUNT GROUPS  
 JUNE 30, 1997

	Governmental Fund Types				Industry Fund Types		Account Groups		Total (Governmental Fund)
	General	Special Revenues	Debt Service	Capital Projects	Trust and Agency	Account Groups			
						General Fund Assets	General Long Term Debt		
<b>ASSETS</b>									
Cash and cash equivalents	\$ 894.01	\$	\$	\$	\$	\$	\$	\$	\$ 894.01
Investments	46,342.41				5,464.08				46,806.49
Due from:									
Other funds	4,044.26								4,044.26
Other governments			74,025.33						74,025.33
Prepaid expenditures	10,256.81							1,822,494.31	1,832,751.12
Property, plant and equipment									
Amount to be provided for retirement of general long-term debt							687,281.41		687,281.41
<b>Total Assets</b>	\$ 62,037.71	\$ 0.00	\$ 74,025.33	\$ 0.00	\$ 5,464.08	\$ 1,822,494.31	\$ 687,281.41	\$ 2,581,298.76	

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS (Continued)  
JUNE 30, 1997

	Governmental Fund Types				Fiduciary Fund Types			Account Groups		
	General	Special Revenue	Debt Service	Capital Projects	Trust and Agency	Financial		General Long-Term Debt	Total (Miscellaneous Only)	
						Assets	Liabilities			
<b>LIABILITIES</b>										
Accounts payable	\$ 3,740.00	\$	\$		\$			\$	3,740.00	
Accrued liabilities	12,282.45								12,282.45	
Due to:										
Township					5,464.00				5,464.00	
Other funds				4,044.35					4,044.35	
Deferred revenues	560.00								560.00	
General obligation bonds payable and other liabilities							657,769.45		657,769.45	
Total Liabilities	\$ 62,007.21	\$ 0.00	\$ 0.00	\$ 4,044.35	\$ 5,464.00	\$ 0.00	\$ 657,769.45	\$ 1,822,494.31	\$ 2,537,785.25	
<b>FUND EQUITY</b>										
Investment in general fund assets										
Fund balances:										
Reserved for capital projects				14,044.35					14,044.35	
Reserved for debt service			74,026.20						74,026.20	
Unreserved	45,498.25								45,498.25	
Unassigned										
Total Fund Equity	\$ 45,498.25	\$ 0.00	\$ 74,026.20	\$ 14,044.35	\$ 0.00	\$ 1,822,494.31	\$ 0.00	\$ 1,822,494.31	\$ 2,537,785.25	
Total Liabilities and Fund Equity	\$ 62,007.21	\$ 0.00	\$ 74,026.20	\$ 0.00	\$ 5,464.00	\$ 1,822,494.31	\$ 657,769.45	\$ 2,537,785.25	\$ 2,537,785.25	

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
ALL GOVERNMENTAL FUND TYPES  
YEAR ENDED JUNE 30, 1997

	Governmental Fund Types				Total (Microcomputer Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>REVENUES</b>					
Fees/fe	\$ 127,498.04	\$	\$	\$	\$ 127,498.04
Intragovernmental	33,173.00		73,486.31	184,008.48	349,677.79
Interest	3,462.57				3,462.57
Other	4,779.87				4,779.87
<b>Total Revenues</b>	<u>168,913.48</u>	<u>0.00</u>	<u>73,486.31</u>	<u>184,008.48</u>	<u>386,408.27</u>
<b>EXPENDITURES</b>					
Administration	48,411.57				48,411.57
Utilities	4,525.08				4,525.08
Ordinary maintenance	84,278.82				84,278.82
General expenditures	58,842.13				58,842.13
Capital expenditures	14,867.74			187,980.83	172,818.57
Debt service:					
Principal retirement			40,539.79		40,539.79
Interest			32,946.52		32,946.52
<b>Total expenditures</b>	<u>195,925.34</u>	<u>0.00</u>	<u>73,486.31</u>	<u>187,980.83</u>	<u>421,792.48</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(26,991.86)</u>	<u>0.00</u>	<u>(282.78)</u>	<u>(3,944.38)</u>	<u>(39,219.02)</u>
<b>OTHER FINANCING SOURCES(USES)</b>					
Operating transfers in					0.00
Operating transfers out					0.00
<b>Total other financing sources(uses)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND BALANCE, beginning of year</b>	<u>86,575.70</u>		<u>74,011.08</u>	<u>110.00</u>	<u>160,696.78</u>
<b>FUND BALANCE, end of year</b>	<u>\$ 59,583.84</u>	<u>\$ 0.00</u>	<u>\$ 74,035.58</u>	<u>\$ (4,044.38)</u>	<u>\$ 119,575.14</u>

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET (OAP BASIS) AND ACTUAL  
 GENERAL FUND AND SPECIAL REVENUE FUNDS  
 YEAR ENDED JUNE 30, 1997

	General Fund		Special Revenue Funds		Over (Under) Budget	Over (Under) Budget
	Budget	Actual	Budget	Actual		
<b>REVENUES</b>						
Fees	\$143,218.00	\$137,888.04	\$ (76,710.86)	\$	\$	\$ 0.00
Intergovernmental	50,175.00	50,135.00	0.00			0.00
Interest	4,600.00	3,892.87	1,117.43			0.00
Other Income	3,000.00	4,778.97	1,778.97			0.00
Total Revenues	<u>171,003.00</u>	<u>197,694.88</u>	<u>(18,944.42)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>EXPENDITURES</b>						
Administrative	40,080.00	46,411.67	1466.44			0.00
Utilities	3,470.00	4,558.08	2,088.08			0.00
Ordinary maintenance	73,180.00	84,378.30	10,813.48			0.00
General expenditures	67,380.00	56,642.15	(1,537.85)			0.00
Capital expenditures	28,500.00	14,887.24	(7,032.34)			0.00
Total Expenditures	<u>213,610.00</u>	<u>207,677.44</u>	<u>(5,482.84)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 14,393.00</u>	<u>(26,328.47)</u>	<u>\$ 9,414.52</u>	<u>\$</u>	<u>0.00</u>	<u>\$ 0.00</u>
Transfer of net income to unencumbered fund						
FUND BALANCES, beginning of year		<u>96,873.08</u>				
FUND BALANCES, end of year		<u>\$ 46,464.53</u>				<u>\$ 0.00</u>

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET (OAP BASIS) AND ACTUAL  
 DEBT SERVICE AND CAPITAL PROJECTS FUNDS  
 YEAR ENDED JUNE 30, 1997

	Debt Service Fund		Capital Projects Funds		Over (Under) Budget
	Budget	Actual	Budget	Actual	
<b>REVENUES</b>					
Items:					
Total Revenues	\$ 73,000.21	\$ 73,000.31	\$ 154,000.45	\$ 154,000.45	\$ 0.00
<b>EXPENDITURES</b>					
Capital expenditures					
Debt Service:					
Principal retirement	48,000.79	48,000.79			0.00
Interest	30,000.28	30,000.28			0.00
Total Expenditures	78,001.07	78,001.07	154,000.45	157,955.85	(3,944.36)
Excess (deficiency) of revenues over (under) expenditures	\$ (5,000.76)	\$ (5,000.76)	\$ 0.00	\$ (3,944.36)	\$ (3,944.36)
Transfer of net income to surrendered colbot					
FUND BALANCES, beginning of year		74,311.08			(700.20)
FUND BALANCES, end of year		\$ 74,306.32		\$ (3,944.36)	

The Notes to Financial Statements are an integral part of these statements.



# HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1997

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Housing Authority of Arcadia, Louisiana (the Authority), a public corporate body, was organized for the purpose of providing decent, safe, and sanitary dwelling accommodations for persons of low income.

The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. In addition, the Authority has administrative responsibility for various other community development programs whose primary purpose is the development of viable urban communities by providing decent housing, a suitable living environment, and economic opportunities principally for persons of low and moderate income.

The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of the City of Arcadia, Louisiana. Each member serves a five-year term on a rotating basis. Substantially all of the Authority's revenue is derived from subsidy contracts with the U.S. Department of Housing and Urban Development (HUD). The Annual Contributions Contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities, housing assistance payments for eligible individuals, and receipt of annual debt service requirements for HUD-related long-term debt.

#### (1) Financial Reporting Entity

Generally accepted accounting principles require that the financial statements present the accounts and operations of the Authority and its component units, entities for which the Authority is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Authority's operations and data from these units, if any, are combined with data of the Authority. Each discretely presented component unit, if any, would be reported in a separate column in the combined financial statements to emphasize that it is legally separate from the Authority. As of June 30, 1997, and for the fiscal year then ended, the Authority had no discretely presented component units or any component units required to be blended in these financial statements.

#### (2) Fund Accounting

The accounts of the Authority are organized on the basis of funds and 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 equity, revenues, and expenditures, or expenses, as appropriate. The various funds are grouped by type and broad categories in the financial statements as follows:

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

NOTES TO FINANCIAL STATEMENTS

(Continued)  
JUNE 30, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(2) Fund Accounting (continued)

GOVERNMENTAL FUNDS

Governmental Funds are those through which most governmental functions of the Authority are financed. The measurement focus is on determination of financial position and changes in financial position rather than on net income determination. The following are the Authority's governmental fund types:

General Fund - The General Fund is the general operating fund of the Authority. The General Fund is used to account for all revenues and expenditures applicable to the general operations of the Authority which are not properly accounted for in another fund. All general operating revenues which are not restricted or designated as to their use by outside sources are recorded in the General Fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

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

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction, or rehabilitation of major capital facilities.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the Authority as an agent for individuals, private organizations, other governmental units, and/or other funds. The following is the Authority's fiduciary fund type:

Agency Funds - Agency Funds include Tenant Security Deposit Fund. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of result of operations.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

NOTES TO FINANCIAL STATEMENTS

(Continued)

JUNE 30, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**ACCOUNT GROUPS**

Account groups are used to establish accounting control and accountability for the Authority's general fixed assets and general long-term debt for governmental fund types. These are not "funds." They are concerned only with the measurement of financial position and not with results of operations. The following are the Authority's account groups:

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

General Long-Term Debt Account Group - This account group is established to account for all long-term debt of the Authority.

(4) Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All Governmental and Agency Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Revenues are considered "measurable" when received in cash, except for certain revenues which are accrued when they are both measurable and available or have not been received at the normal time of receipt. Certain grant revenues are accrued when funds are expended. Revenues susceptible to accrual are federal grants, interest on investments, and other miscellaneous revenues which are both measurable and available to finance expenditures of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Agency Funds are custodial in nature and do not measure results of operations. They are clearing accounts whose assets at all times are equally offset by related liabilities.

(5) Budgetary Data

The Authority is required by its HUD Annual Contributions Contracts to adopt annual budgets for the Low-Rent Housing Program, included in the General Fund, and all Assisted Housing (Section 8) Programs, included in Special Revenue Funds. Annual budgets are not required for Capital Projects Funds as their budgets are approved for the length of the project. Both annual and project length budgets require grantor approval.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

NOTES TO FINANCIAL STATEMENTS  
(Continued)  
JUNE 30, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Authority is under a limited budget review from HUD with the control category of total operating expenditures. If there are no overruns of the total operating expenditures, then HUD does not require budget revisions other than when there are substantial additions to nonroutine expenditures, such as reinstatement of prior-year encumbrances. The Board and HUD must approve fund appropriation increases. Any unused appropriations lapse at year-end. Budgeted amounts are as originally adopted or as amended by the Board and HUD.

The original budget has been amended throughout the year to reflect changes in revenue and expenditure estimates.

The budget is prepared on a statutory (HUD) basis and does not contain a provision for uncollectible tenant receivables. The difference is not considered materially different from generally accepted accounting principles.

(6) Cash and Cash Equivalents

The entity defines cash and cash equivalents to include certificates of deposit, money market funds, savings accounts, and demand deposits.

(7) Tenant Receivables

Receivables for rentals and service charges are reported in the General Fund, net of allowances for doubtful accounts amounting to \$     at June 30, 1997.

(8) Interfund Transactions

During the course of normal operations, the Authority has numerous transactions between funds to provide services, construct assets, and service debt. These transactions are generally reflected as operating transfers except for transactions reimbursing a fund for expenditures made by it for the benefit of another fund. Such transactions are recorded as expenditures in the disbursing fund and as a reduction of expenditures in the receiving fund.

(9) General Fixed Assets

General Fixed Assets have been acquired for general governmental purposes. Assets purchased are recorded as expenditures in the Governmental Funds and capitalized at cost in the General Fixed Assets Account Group. Contributed fixed assets are recorded at estimated fair market value at the time received. Depreciation is not recorded on general fixed assets. Public domain general fixed assets (infrastructure) consisting of certain improvements other than buildings, including roads, cuts and gutters, streets and sidewalks, drainage systems, and lighting systems, are capitalized along with other general fixed assets.

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## NOTES TO FINANCIAL STATEMENTS

(Continued)

JUNE 30, 1997

## NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Costs of completed Modernization projects are reported as construction-in-progress until audited cost certification reports are submitted to HUD, at which time such costs are transferred to the appropriate property categories.

(10) General Long-Term Debt

All long-term indebtedness of the Authority is accounted for in the General Long-Term Debt Account Group and is intended to be paid through the Debt Service Fund.

(11) Compensated Absences

Authority employees accrue personal leave, or compensated absences, by a prescribed formula based on length of service. The cost of this has not been accrued due to immateriality.

(12) Total Columns on Combined Statements

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 financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

## NOTE B - CASH AND INVESTMENTS

At June 30, 1997, the Authority had invested excess funds as follows:

	<u>Amount</u>
Money Market Account	\$ <u>46,206.41</u>
	\$ <u>46,206.41</u>

Cash and investments are insured as follows:

FDIC Insurance	\$ <u>47,200.42</u>
	\$ <u>47,200.42</u>

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## NOTES TO FINANCIAL STATEMENTS

(Continued)  
JUNE 30, 1997

## NOTE C - ACTIVITIES OF THE PHA

As June 30, 1997, the PHA was managing 133 units of low-cost in three projects under Program PW - 2001.

## NOTE D - CONTINGENCIES

The entity is subject to possible examinations by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refund by the entity to federal grantors and/or program beneficiaries.

## NOTE E - PROPERTY, PLANT AND EQUIPMENT

Changes in the general fixed assets account group are as follows:

	<u>Beg. of Period</u>	<u>Additions</u>	<u>Deletions</u>	<u>End of Period</u>
Land, land improvements	\$ 340,130.45	\$	\$	\$ 340,130.45
Buildings	1,487,798.79			1,487,798.79
Equipment	87,840.39	14,867.74		82,608.10
Total	<u>\$ 1,915,769.63</u>	<u>\$ 14,867.74</u>	<u>\$ 0.00</u>	<u>\$ 1,930,637.37</u>

All land and building are encumbered by a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the government and to protect other interests of the government.

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## NOTES TO FINANCIAL STATEMENTS

(Continued)

JUNE 30, 1987

## NOTES F - LONG-TERM DEBT

Long-term debt consists of the following:

	Interest Rate		Principal Balance
Bond payable, May 1, 1964 series	3.375 %	\$	190,227.60
Bond payable, May 1, 1971 series	5.000 %		<u>467,533.81</u>
		\$	<u>657,761.41</u>

The bonds mature in series annually in varying amounts with the final maturity date in 2012. All required debt service to maturity on the bonds, including principal and interest, is payable by HUD under a debt service contract with the entity.

Long-term debt is secured by the land and buildings of the entity.

Changes in long-term debt is as follows:

		Bonds
Balance, beginning of period	\$	698,301.20
Principal retirement		<u>40,539.79</u>
Balance, end of period	\$	<u>657,761.41</u>

Schedule retirements of long-term debt is as follows:

1987	\$	41,860.12
1988		44,210.33
1989		49,540.34
2000		47,170.58
2001		47,618.52
Thereafter		430,152.32

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

NOTES TO FINANCIAL STATEMENTS

(Continued)  
JUNE 30, 1997

**NOTE G - DISCLOSURES ABOUT FAIR VALUE OF FINANCIAL INSTRUMENTS**

The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

**Cash and Investments**

The carrying amount approximates fair value because of the short maturity of these instruments.

**Long Term Debt**

It is not possible to estimate the fair value of long term debt owed to the federal government by this governmental entity, a housing authority. The housing authority is unable, by law, to secure long term financing from any other source. FASB 157 describes fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties.

**NOTE H - ACCOUNTING FOR THE IMPAIRMENT OF LONG - LIVED ASSETS**

The full amount of the carrying value of buildings and land improvements are deemed recoverable from future cash flows.

**NOTE I - USE OF ESTIMATES IN THE PREPARATION OF FINANCIAL STATEMENTS**

The preparation of these financial statements requires the use of estimates by management. No significant estimates have been made by management that require disclosure.



HOUSING AUTHORITY OF THE TOWN OF ARCADIA  
 CAPITAL PROJECT FUND TYPES  
 COMBINED BALANCE SHEET  
 JUNE 30, 1987

	Cash Hoating Programs	
	CMP 487-305	Total
<b>ASSETS</b>		
Total Assets	\$ 0.00	\$ 0.00
<b>LIABILITIES AND FUND EQUITY</b>		
<b>LIABILITIES</b>		
Due to:		
Other funds	4,844.26	4,844.26
Total liabilities	4,844.26	4,844.26
<b>FUND EQUITY</b>		
Reserved for capital projects	(4,844.26)	(4,844.26)
Total fund equity	(4,844.26)	(4,844.26)
Total liabilities and fund equity	\$ 0.00	\$ 0.00

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA

CAPITAL PROJECT FUND TYPES  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 JUNE 30, 1987

	CAP Housing Programs	
	CMF 487-265	Total
REVENUES		
Intergovernmental	\$ 154,208.45	\$ 154,208.45
Total Revenues	154,208.45	154,208.45
EXPENDITURES		
Capital expenditures	157,990.89	157,990.89
Total Expenditures	157,990.89	157,990.89
Excess (deficiency) of revenues over (under) expenditures	(3,782.44)	(3,782.44)
FUND BALANCE, beginning of year	(100.00)	(100.00)
FUND BALANCE, end of year	\$ (4,564.33)	\$ (4,564.33)

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

FIDUCIARY FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 1997

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	<u>Agency Funds</u>		<u>Total Fiduciary Funds</u>
	Tetam Security Deposit Funds		
<b>ASSETS</b>			
Cash and cash equivalents	\$ 5,464.00	\$	<u>5,464.00</u>
Total Assets	\$ 5,464.00	\$	<u>5,464.00</u>
<b>LIABILITIES</b>			
Due to tenants	\$ 5,464.00	\$	<u>5,464.00</u>
Total Liabilities	\$ 5,464.00	\$	<u>5,464.00</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE TOWN OF ARCADIA  
 FIDUCIARY FUNDS  
 SCHEDULE OF CHANGES IN DEPOSITS DUE TO OTHERS  
 JUNE 30, 1997

	<u>Agency Funds</u>	
	Tenant Security Deposit Funds	Total Fiduciary Funds
DEPOSIT BALANCES AT BEGINNING OF YEAR	\$ 4,824.00	\$ 4,824.00
ADDITIONS		
Receipts from tenants	640.00	640.00
Total Additions	<u>640.00</u>	<u>640.00</u>
DEPOSIT BALANCES AT END OF YEAR	\$ <u>5,464.00</u>	\$ <u>5,464.00</u>

The Notes to Financial Statements are an integral part of these statements.

## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## ANALYSIS OF GENERAL FUND CASH BALANCE

## ANNUAL CONTRIBUTION CONTRACT

FW - 2001**Composition Before Adjustments**

Net operating receipts retained:

Operating reserves	\$	45,455.23
CIAP expenditures in excess of advances		<u>(4,044.36)</u>
		41,410.88

**Adjustments**

Expenses/costs not paid:

Accounts payable		9,204.00
Accrued payments in lieu of taxes		12,282.46
Deferred credits		<u>500.00</u>

General Fund Cash Available		63,457.33
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General Fund Cash:

Invested		(49,208.41)
Applied to deferred charges (prepaid insurance, inventories, etc.)		<u>(16,256.91)</u>

General Fund Cash	\$	<u>804.01</u>
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## HOUSING AUTHORITY OF THE TOWN OF ARCADIA

## SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

YEAR ENDED JUNE 30, 1987

<u>FEDERAL GRANTOR</u> <u>PROGRAM TITLE</u>	<u>CDFA</u> <u>NO.</u>	<u>GRANT</u> <u>ID. NO.</u>	<u>AWARD</u> <u>AMOUNT</u>	<u>PROGRAM</u> <u>EXPENDITURES</u>
U.S. Department of Housing and Urban Development				
Direct Programs:				
Low-Income Housing				
Annual Contribution	14.853	FW- 2001	\$ 73,486.31	\$ 73,486.31
Operating Subsidy	14.853	FW- 2001	<u>22,175.00</u>	<u>22,175.00</u>
Major Program Total			<u>95,671.31</u>	<u>95,671.31</u>
Comprehensive				
Improvement				
Assistance Program				
Project 48P-325	14.852	FW- 2001	<u>154,036.45</u>	<u>157,950.63</u>
Major Program Total			<u>154,036.45</u>	<u>157,950.63</u>
Total HUD			\$ <u>249,707.76</u>	\$ <u>253,621.94</u>

**ESTES & ASSOCIATES**  
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Board of Commissioners  
Housing Authority of  
Acadia, Louisiana

Report on Agreed-upon Procedures  
Regarding Louisiana Attestation Questionnaire

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Housing Authority of Acadia, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Authority's compliance with certain laws and regulations during the year ended June 30, 1997 included in the accompanying *Louisiana Attestation 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.

Failure to Meet Filing Deadline

We noted this report was due no later than December 31, 1997. We were not retained until February 3, 1997. The PHA's management indicates they will make future deadlines.

Public Bid Law

1. We selected expenditures made during the year for material and supplies exceeding \$5,000, or modernization exceeding \$5,000 determined that such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

Six expenditures were made during the year for modernization exceeding \$5,000. 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. We obtained from management: a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided us with the required list.

4. We determined that none 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.

#### *Budgeting*

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

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

6. We traced the budget adoption and amendments to the minute book. The budget for the 1997 fiscal year ended 6-30-97 was adopted in April, 1996, by unanimous consensus.

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

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

#### *Accounting and Reporting*

8. We randomly selected seven disbursements made during the period under examination and:

(a) traced payments to supporting documentation as to proper amount and payee;

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

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

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

(c) determined whether payments received approval from proper authorities.

Inspected documentation supporting each of the seven selected disbursements indicated approvals from the Executive Director and the chairman of Board of Commissioners.



#### *Meetings*

9. Examined evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 43:1 through 43:12 (the open meetings law).

Notices of meetings were posted.

#### *Debt*

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

We inspected copies of bank deposit slips for the period under examination on a random basis and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

#### *Advances and Bonuses*

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

We noted no payments to employees which constitutes 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 use of management of the Housing Authority 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.

*Estes & Associates*

Estes & Associates  
February 23, 1996