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VILLAGE OF ROUSSA, LOUISIANA

FINANCIAL STATEMENTS

December 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, 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 7-14-99

Merita G. Milligan  
Certified Public Accountant  
Shreveport, Louisiana

VILLAGE OF ROCESS, LOUISIANA

Financial Statements  
December 31, 1998

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# **Marsha O. Millican**

**CERTIFIED PUBLIC ACCOUNTANT**

The Honorable Milton Hertzell, Mayor  
Members of the Board of Aldermen  
Village of Metairie, Louisiana

I have compiled the accompanying general purpose financial statements of Village of Metairie, Louisiana, as of December 31, 1998, and for the year then ended in accordance with Statements for Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Village's assets, liabilities, fund balance/retained earnings, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Marsha O. Millican*

Certified Public Accountant  
June 25, 1999

STATE OF MISSISSIPPI, LOUISIANA

Combined Balance Sheet - All Fund Types and Account Group  
December 31, 1958

	Governmental Fund Types		Proprietary Fund Types		Account Group	
	General	Capital Projects	Enterprises	General	Fund Assets	Liabilities (Reserve Only)
Assets						
Cash	\$ 7,073	-	\$ 17,784	-	-	\$ 29,857
Receivables, net of allowance for uncollectibles	-	-	-	-	-	309
Accounts Receivable	3,783	-	-	389	-	3,783
Taxes	-	-	-	-	-	-
Restricted assets:						
General fund assets	-	-	8,078	-	-	8,078
Utility plant and equipment (net of accumulated depreciation)	-	-	-	-	605,041	605,041
Total assets	\$ 10,856	\$ -	\$ 25,862	\$ -	\$ 605,041	\$ 648,261

Liabilities and Fund Equity

Liabilities

Accounts payable	\$	488	\$	-	\$	2,848	\$	-	\$	2,888
Total payable		4,863								
Payable from restricted assets:										
Customers' deposits		-				5,150				5,150
Total liabilities		5,351				8,000				8,038

Fund Equity

Contributed capital		-				8,000				8,000
Investment in general fixed assets		-				-		665,041		665,041
Retained earnings:										
Unreserved		-				332,325				332,325
Fund balance:										
Undesignated		5,150				-				5,150
Total retained earnings/ fund balance		5,150				332,325				338,475
Total fund equity		5,150				340,325		665,041		1,010,516
Total liabilities and fund equity		10,501				1,120,365		1,330,081		2,450,447

See accountant's compilation report.

## VILLAGE OF BOSSIERE, LOUISIANA

Statement of Revenues, Expenditures, and Charges  
in Fund Balance - All Governmental Fund Types  
Year Ended December 31, 1998

	Governmental Fund Types		Totals
	General	Capital Projects	(Nonrandom Only)
<b>Revenues:</b>			
Taxes	\$ 12,976	\$ -	\$ 12,976
Licenses and permits	9,210	-	9,210
Intergovernmental	1,993	146,092	147,985
Fines and penalties	3,849	-	3,849
Miscellaneous	1,393	-	1,393
Total revenues	29,318	146,092	175,410
<b>Expenditures:</b>			
Current:			
General government	25,648	-	25,648
Public safety	4,293	-	4,293
Capital projects	-	146,092	146,092
Total expenditures	29,941	146,092	176,033
Excess (deficiency) of revenue over expenditures	( 623)	-	( 623)
Fund Balance, beginning of year	6,772	-	6,772
Fund balance, end of year	\$ 6,149	\$ -	\$ 6,149

See accountant's compilation report.

## VILLAGE OF BOSSIERE, LOUISIANA

Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget (CRAP Basis) and Actual  
 General Fund  
 Year Ended December 31, 1998

	General Fund		Variance- Favorable (Unfavorable)
	Budget	Actual	
<b>Revenues:</b>			
Taxes	\$ 15,400	\$ 12,976	\$( 2,424)
Licenses and permits	8,300	9,210	810
Intergovernmental	1,000	1,000	-
Fines and penalties	1,000	3,548	2,548
Miscellaneous	3,732	1,993	( 1,739)
<b>Total revenues</b>	<b>29,432</b>	<b>29,727</b>	<b>295</b>
<b>Expenditures:</b>			
<b>Current:</b>			
general government	21,874	20,848	1,026
public safety	6,132	4,233	1,899
<b>Total expenditures</b>	<b>27,996</b>	<b>25,081</b>	<b>2,915</b>
Excess of expenditures over revenues	-	( 823)	( 823)
Fund balance, beginning of year	8,772	8,772	-
Fund balance, end of year	\$ 8,772	\$ 8,149	\$( 623)

See accountant's compilation report.

## VILLAGE OF BOSSIERE, LOUISIANA

Statement of Revenues, Expenses, and Changes in  
Retained Earnings - Proprietary Fund Type  
Year Ended December 31, 1998

Operating revenues:		
Charges for services	\$	28,744
Miscellaneous revenues		<u>2,361</u>
Total operating revenues		31,105
Operating expenses:		
Cost of sales and services		39,574
Administrative		138
Depreciation		<u>30,550</u>
Total operating expenses		<u>70,262</u>
Operating loss	(	<u>39,157</u> )
Non-operating revenues:		
Rural development grant		<u>18,044</u>
Total non-operating revenues		<u>18,044</u>
Net loss	(	<u>21,113</u> )
Retained earnings, beginning of year		<u>241,679</u>
Retained earnings, end of year	\$	<u>220,566</u>

See accountant's compilation report.

## VILLAGE OF MONROE, LOUISIANA

Statement of Cash Flows - Proprietary Fund Type  
Year Ended December 31, 1998

Cash flows from operating activities:	
Cash received from customers	\$ 28,411
Cash payments to suppliers and employees	( 19,398)
Other operating income	<u>2,183</u>
Net cash used by operating activities	<u>( 8,820)</u>
Cash flows from capital and related financing activities:	
Grant proceeds	<u>10,844</u>
Net cash provided by capital and related financing activities	<u>10,844</u>
Net increase in cash	1,418
Cash, January 1, 1998 (including \$7,400 in restricted accounts)	<u>24,382</u>
Cash, December 31, 1998 (including \$8,074 in restricted accounts)	<u>\$ 25,799</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating loss	\$( 19,349)
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	30,566
Changes in assets and liabilities:	
Increase in accounts receivable	( 133)
Increase in customer deposits	436
Decrease in accounts payable	<u>( 175)</u>
Net cash used by operating activities	<u>\$ ( 8,820)</u>

See accountant's compilation report.

VILLAGE OF BOSSIERE, LOUISIANA

Schedule of Compensation Paid -  
Mayor and Aldermen  
For the Year Ended December 31, 1988

Board of Aldermen

Milton Bartwell	\$ 2,400
Jerry Hicks	400
Robert E. Hill	400
Gladys Alexander	400
Total	<u>\$ 3,600</u>

VILLAGE OF BOSSIERE, LOUISIANA

Corrective Action Taken on Prior Year Findings

For the Year Ended December 31, 1998

Findings:	The village did not comply with the requirements of the state budget law. Actual expenditures exceeded budgeted expenditures by 54 or more.
Management's corrective Action:	The village complied with the state budget law.
Findings:	The village borrowed funds to purchase a police vehicle without obtaining the approval of the state bond commission as required by R.S. 39:1418.00.
Management's corrective Action :	The village incurred no additional debt.

# **Marsha O. Millican**

**CERTIFIED PUBLIC ACCOUNTANT**

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

**The Honorable Milton Bartsell, Mayor  
Members of the Board of Aldermen  
Village of Bodessa, Louisiana**

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Bodessa and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Bodessa's compliance with certain laws and regulations during the year ended December 31, 1998, included in the accompanying Louisiana Attention 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, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000 and determine whether such purchases were made in accordance with LSA-RS 38:231-2351.

The Village complied with the provisions of LSA-RS 38:231- 2351.

### 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 42:1101-1104, and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided the required list including the noted information.

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

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 for procedure (3) appeared on the list provided by management for procedure (2).

#### Budgeting

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

Management provided a copy of the original budget and the amended budget.

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

I traced the adoption of the original budget to the minutes of a meeting held on January 12, 1998, which indicated that the budget had been approved by all of the aldermen. I traced the adoption of the amended budget to the minutes of a meeting held on November 9, 1998, which indicated that the budget had been approved by all of the aldermen.

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

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

#### Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

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

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

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

The six selected disbursements were properly coded to the correct fund and general ledger account.

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

The six selected disbursements were traced to the Village's minute book where they were approved by the Aldermen.

9. Determine that financial statements were audited or compiled in accordance with SSA-MS 24:513.

The financial statements of the Village were compiled in accordance with SSA-MS 24:513.

#### Meetings

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by SSA-MS 42:1 through 42:12.

The Village of Bogalusa is only required to post a notice of each meeting and the accompanying agenda on the door of the Village's office building. Management has informed me that these documents were properly posted.

#### Bank

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

I examined bank deposits for the period under examination. No deposits appeared to be proceeds of bank loans, bond, or like indebtedness.

#### Advances and Bonuses

12. 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 village for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

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

This report is intended solely for the use of management of the Village of Bogalusa and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the

This report is intended solely for the use of management of the Village of Metairie 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.

*Francis D. Melikian*

Certified Public Accountant  
June 28, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)  
June 21, 1999 (Date Transmitted)

Martha G. Hilliger, CPA

129 Calais

Shreveport, Louisiana 71104

(Auditors)

In connection with your compilation of our financial statements as of 12/31/98 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Government/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 6/21/99  
(date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2912, 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 42:1301-1326.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1118.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 38:1301-14) or the budget requirements of LSA-RS 38:34.

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 44:38.

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 24:515, and/or 24:516, as applicable.

Yes  No

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

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 1874 Louisiana Constitution, Article VI, Section 22 of the 1974 Louisiana Constitution, and LSA-RS 50:1410.50-1410.55.

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 1874 Louisiana Constitution, LSA-RS 54:136, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any corrections 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.

Daryl Maters Clerk 6-21-99 Date  
Michael Goodell Mayor 6-23-99 Date