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VILLAGE OF HOUSTON

HOUSTON, LOUISIANA

DECEMBER 11, 1958

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

Release Under E.O. 12958

**VILLAGE OF BOSSIERE**

**BOSSIERE, LOUISIANA**

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April 17, 1998

Village of Houma  
Houma, Louisiana

We have compiled the accompanying general purpose financial statements of the Village of Houma as of December 31, 1997 and for the year then ended, 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 financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*Howard M. Vestal, L.L.P.*

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**VILLAGE OF HOUSTON**

**COMBINED BALANCE SHEET-GENERAL FUND AND ACCOUNT GROUPS**

**DECEMBER 31, 1997**

<b>ASSETS</b>	<b>Governmental Fund General</b>	<b>Account Group General Fixed Assets</b>	<b>Total (Microcomputer Only)</b>
Cash-Non 2	8,350	-	8,350
Money market accounts-Non 2	88,154	-	88,154
Certificates of deposit-Non 2	187,258	-	187,258
Accrued interest receivable	4,008	-	4,008
Land, building and equipment-Non 4	-----	139,991	139,991
<b>Total assets</b>	<b>178,681</b>	<b>139,991</b>	<b>318,672</b>
 <b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Payable to vendors	458	-----	458
<b>Total liabilities</b>	<b>458</b>	<b>-</b>	<b>458</b>
 <b>Fund Equity:</b>			
Investment in general fixed assets	-	139,991	139,991
Fund balance-uncurrent:			
Undesignated	178,223	-----	178,223
<b>Total liabilities and fund equity</b>	<b>178,681</b>	<b>139,991</b>	<b>318,672</b>

See Accountant's Compliance Report

**VILLAGE OF HOSKON**

**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**

**GOVERNMENTAL FUND TYPE**

**FOR THE YEAR ENDING DECEMBER 31, 1992**

	<b>General Fund</b>
<b>Revenue:</b>	
Occupational licenses	44,791
Utility franchise tax	18,024
Street light assessment	2,990
Interest income	5,686
Miscellaneous	833
Intragovernmental-Fund 3	2,295
Grant income	<u>65,400</u>
<b>Total revenues</b>	<b>139,919</b>
<b>Expenditures:</b>	
Advertisement and public notices	1,530
Cleaning	18
Insurance	2,717
Maintenance and repairs	2,637
Miscellaneous	985
Office supplies	495
Printing costs	988
Police retirement-Fund 3	458
Salaries - administration	4,300
Salaries - other	8,460
Telephone	577
Travel and conventions	1,200
Utilities	6,313
Capital improvements	<u>25,000</u>
<b>Total expenditures</b>	<b>105,825</b>
<b>Excess over expenditures</b>	<b>34,094</b>
<b>Fund balance:</b>	
Balance at beginning of year	<u>144,128</u>
Balance at end of year	<b>178,222</b>

See Accountant's Compilation Report

VILLAGE OF BOSTON

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

BUDGET (GAAP BASIS) AND ACTUAL (GOVERNMENTAL FUND) TYPE

FOR THE YEAR ENDED DECEMBER 31, 1992

	<u>General Fund</u>		Variance Favorable (Unfavorable)
	Actual	Budget	
<b>Revenue:</b>			
Occupational license	44,791	31,000	13,791
Utility franchise fee	18,024	19,000	1,024
Street light assessment	1,998	1,300	698
Interest income	1,686	6,000	(4,314)
Miscellaneous	833	790	43
Intergovernmental - Note 3	2,120	1,700	420
Grant income	<u>65,480</u>	<u>-</u>	<u>65,480</u>
Total revenue	139,639	58,190	81,449
<b>Fund balance - beginning of year</b>	145,841	145,841	-
<b>Expenditures:</b>			
Advertisement and public notice	1,512	2,000	488
Cleaning	16	750	734
Insurance	2,217	1,400	823
Maintenance and repairs	1,610	1,000	610
Miscellaneous	885	1,300	415
Office supplies	425	400	25
Physical taxes	998	1,000	1,017
Police retirement	468	-	(468)
Salaries - administration	4,308	4,500	192
Salaries - other	8,463	7,700	(763)
Telephone	377	680	303
Travel and conventions	1,389	1,350	141
Utilities	6,514	7,000	487
Capital improvements	<u>15,090</u>	<u>-</u>	<u>(15,090)</u>
Total expenditures	105,885	33,780	72,105
<b>Fund balance end of year</b>	<u>179,577</u>	<u>162,491</u>	<u>17,086</u>

See Accountant's Compilation Report.

VILLAGE OF HOBSTON  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES-AGENCY FUND  
FOR THE YEAR ENDED DECEMBER 31, 1997

Agency Fund

Balance-January 1, 1997

-

Additions:

Assets-Grants Receivable  
Governor's Office of Rural  
Development

14,853

Less:

Liabilities-Due to Boston/Mills  
Water System, Inc.

(14,853)

Balance-December 31, 1997

          -

## VILLAGE OF HOSKING

### NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1997

#### 1. Organization and Significant Accounting Policies

##### Organization

The Village of Hosking was incorporated February, 1968, under the provisions of the Louisiana Act and operates under a Mayor-Board of Aldermen form of government. The Village provides the following services to its residents: public safety (police); street lights; and general administrative services. The Village also provides use of a building for a branch of Monroe Memorial Library.

##### Significant accounting policies

The accounting and reporting of the Village of Hosking conforms to generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

#### a. Basis of accounting

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

The modified accrual basis of accounting is used by governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred.

#### b. Basis of presentation

The accounts of the Village of Hosking 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 equity, revenues and expenditures. The following fund types and account groups are used by the Village of Hosking:

##### GOVERNMENTAL FUNDS

Governmental funds account for all or most of the Village of Hosking's general activities, including the collection and disbursement of specific or legally restricted revenues, the acquisition or construction of general fixed assets and the servicing of general long-term obligations. Governmental funds include:

##### General fund

The general operating fund of the Village of Hosking accounts for all financial resources, except those reported to be accounted for in other funds.



1. **Organization and Significant Accounting Policies** (Continued)

**ACCOUNT GROUPS**

**General fixed assets group of accounts**

The general fixed assets account group is used to establish accounting control and accountability for all fixed assets of the Village of Houston. All fixed assets are valued at historical cost. No depreciation is recorded on general fixed assets.

c. **Property, plant and equipment**

**General fixed group of accounts**

Fixed assets used in governmental fund type operations are accounted for in the general fixed assets account group. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. No depreciation has been provided on general fixed assets. The general fixed assets account group is not a "fund." It is concerned only with the measurement of financial position. It is not involved with measurement of results of operations.

d. **Total columns**

The total columns on the combined statements are captioned "Miscellaneous Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles and this data is not comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. **Cash**

All deposits of the Village of Houston are held by area financial institutions as permitted under state law. As December 31, 1997, the carrying amount of the Village of Houston cash demand deposit was \$8,332 and the bank balance was \$8,068. The difference is due to deposits in transit and outstanding checks. In addition, the Village of Houston had \$58,154 in interest-bearing money market accounts and several certificates of deposit of \$187,259 as of December 31, 1997. At year end, all deposits were entirely covered by federal depository insurance.

3. **Intergovernmental Revenues**

The following governmental entities provided funding for the Village of Houston during the year ended December 31, 1997:

State of Louisiana income tax	2,200
-------------------------------	-------

4. **General Fixed Asset Group**

A summary of general fixed assets by source follows:

	12-31-96		12-31-97
	Balance	Additions	Balance
Land, buildings and improvements	61,713	75,000	118,713
Equipment	18,878	-	18,878
Furniture and fixtures	3,200	-	3,200
<b>Total general fixed assets</b>	<u>83,791</u>	<u>75,000</u>	<u>158,991</u>

5. Parson Plan.

In 1971, the village contributed funds to the M.P.L.R.S., which is a retirement system for police officers.



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May 13, 1998

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

To the Management of the Village of Housten  
Village of Housten  
Housten, Louisiana

We have performed the procedures included in the "Louisiana Government Audit Guide" and enumerated below, which were agreed to by the management of the Village of Housten and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Housten's compliance with certain laws and regulations during the year ended December 31, 1997 in the accompanying "Louisiana Assertion 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.

**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).

During 1997, there were no expenditures made for materials or supplies exceeding \$15,000. There were no expenditures exceeding \$100,000 for public works.

**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 42:1101-1124 (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(s) including the noted information.



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

Management provided us with the required list.

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

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

#### **Bookkeeping**

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

Management provided us a list of the original budget and all amendments.

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

We traced the adoption of the original budget to the minute book. We also traced the budget amendments to subsequent minutes.

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.

We compared the revenues and expenditures of the budget and noted the following budgeted revenue items were 5% less than actual revenues received; and the following actual expenses were more than 5% than budgeted expenses.

	Actual	Budgeted
Interest income	\$5,686	\$5,000
Street light account	\$2,950	\$3,300
Salaries-other	\$8,463	\$7,200
Police retirement	\$ 468	-

#### **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, (b) determine if payments were properly coded to the correct fund and general ledger account, and (c) determine whether payments received approval from proper authorities.

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

8. -continued-

(b) The six payments were properly coded to the correct fund.

(c) Inspection of the six selected transactions indicated approvals from the Mayor, Aldermen, and each check had 2 signatures.

#### Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minutes book were posted or advertised as required by 15A-RS 42:1 (the open meetings law).

The meetings are held on the first Monday of every month at the village town hall and are open to the public. The minutes of meetings are then published in the "Caddo Citizen". We examined the paid invoices to the "Caddo Citizen" and the actual minutes published in the "Caddo Citizen".

#### Debt

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

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

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.

An inspection of the payroll records for 1997 indicated no instances of payments to employees which would constitute bonuses, advances, or gifts. A reading of the minutes indicated no approval for any such payments to employees.

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 use of management of the Village of Harrison 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.

*Harold M. Ely, CPA, C. C. P.*